



UNITED STATES MARINE CORPS

MARINE FORCES RESERVE  
4400 DAUPHINE STREET  
NEW ORLEANS, LOUISIANA 70146-5400

IN REPLY TO  
ForO P8011.1  
G4 Ammo.  
JAN 03 2007

FORCE ORDER P8011.1

From: Commander, Marine Forces Reserve  
To: Distribution List

Subj: MARINE FORCES RESERVE POLICY MANUAL FOR GROUND AMMUNITION  
AND EXPLOSIVES (SHORT TITLE: MARFORRESAMMOANDEXPLPOLMAN)

Ref: (a) OPNAVINST 5530.13B  
(b) NAVSEA OP 5 Vol 1  
(c) NAVMC 8020.10  
(d) MCO P4400.150  
(e) MCO 5102.1

Encl: (1) LOCATOR SHEET

1. Situation. To update regulations and instructions regarding handling, storage, security, transportation, requisitioning, disposition, salvage, accounting and safety of ammunition and explosives within the Marine Forces Reserve (MARFORRES).

2. Cancellation. ForO P8010.1.

3. Mission. This Order contains substantial changes from the cancelled publication and must be completely reviewed.

4. Execution. Recommendations concerning the contents of the MARFORRESAMMOANDEXPLPOLMAN are invited. Such recommendations will be forwarded to MARFORRES G4 Ammunition via the chain of command.

5. Administration and Logistics. This Order is applicable to the MARFORRES.

6. Command and Signal. Reviewed and approved this date.

R. E. BRAITHWAITE  
Executive Director

DISTRIBUTION: D

LOCATOR SHEET

Subj: MARINE FORCES RESERVE POLICY MANUAL FOR GROUND AMMUNITION  
AND EXPLOSIVES (SHORT TITLE: MARFORRESAMMOANDEXPLPOLMAN)

Location:

(Indicate Location of Copies of the Manual)

## RECORD OF CHANGES

[illegible]

# MARFORRES GROUND AMMUNITION POLICY MANUAL

## CONTENTS

### TITLE

INTRODUCTION

SAFETY PROCEDURES

SECURITY

STORAGE

ANNUAL ALLOWANCES

FORECASTING, REQUISITION,  
RECONCILIATION, AND INVENTORY  
CONTROL PROCEDURES

TRANSPORTATION

MALFUNCTIONS AND DEFECTIVE  
AMMUNITION

SALVAGE AND DISPOSITION OF  
AMMUNITION COMPONENTS

LOSS OF AMMUNITION DUE  
TO IMPROPER PRACTICES

ARMS, AMMUNITION AND EXPLOSIVES  
(AA&E) PROGRAM

### APPENDIX

A

B

C

D

REQUIRED PUBLICATIONS

RECOMMENDED PUBLICATIONS LIST

STORAGE AUTHORITY REQUEST FORMAT

TEMPORARY STORAGE AUTHORITY REQUEST

CHAPTER 1

CHAPTER 2

CHAPTER 3

CHAPTER 4

CHAPTER 5

CHAPTER 6

CHAPTER 7

CHAPTER 8

CHAPTER 9

CHAPTER 10

MARFORRES GROUND AMMUNITION POLICY MANAUL

E	AUTHORIZED ALLOWANCE CHANGE FORMAT
F	FORECASTING PROCEDURES
G	FORECASTING SCHEDULE
H	DELEGATION OF AUTHORITY: DA FORM 1687 WITH ASSUMPTION OF COMMAND LETTER FORMAT (ARMY ASP)
I	DELEGATION OF AUTHORITY: NOTICE OF DELEGATION (MARINE/NAVY ASP)
J	SAMPLE NAVMC 11381 (CLASS V(W) EXPENDITURE REPORT)
K	SERIALIZED EXPENDITURE REPORT NAVAL MESSAGE FORMAT
L	MONTHLY CLASS V(W) INVENTORY FORMAT
M	OFF-BASE TRANSPORTATION AUTHORITY REQUEST FORMAT
N	MALFUNCTION REPORT FORMAT
O	DEFECT REPORT FORMAT
P	DEMILITARIZATION CERTIFICATE FORMAT
Q	PERSONNEL SCREENING FORM FOR AA&E PROGRAM
R	LIST OF REQUIRED REPORTS
S	MONTHLY FORECAST SPREAD SHEET FORMAT

## INTRODUCTION

0001. PURPOSE. The MARFORRESAMMOANDEXPLPOLMAN is published to promulgate policies, procedures, guidance, and instructions for the effective management of ground ammunition (Class V(W)) within MARFORRES.

### 0002. SCOPE

1. The MARFORRESAMMOANDEXPLPOLMAN sets forth procedures and responsibilities for the maintenance of ammunition accounts and the administration of regulations relating thereto.
2. This Policy Manual supplements publications NAVSEA OP 5 Volume 1, NAVMC 8020.10, MCO P4400.150, and other pertinent directives of higher authority. See Appendices A and B for required and recommended publications list. Provisions of the foregoing are restated herein only to the extent considered necessary for clarity, emphasis, elaboration, or convenience of reference.
3. In the event any portion of this Order now or hereafter conflicts with any regulation of higher authority, the provision of the regulation issued by higher authority shall be controlling. MARFORRES end users who identify such conflicts are requested to bring them to the attention of MARFORRES G4 Ammo.

0003. LEGAL EFFECT. The MARFORRESAMMOANDEXPLPOLMAN is designed to establish procedures and policies regarding ground ammunition matters within MARFORRES. Nothing contained in this manual shall be interpreted to impose additional obligations upon the U.S. Government or grant an accused or respondent additional rights or privileges that are not established in law or regulation.

# MARFORRES GROUND AMMUNITION POLICY MANUAL

## CHAPTER 1

### SAFETY PROCEEDURES

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL . . . . .	1000	1-2
SAFETY REGULATIONS AND INSTRUCTIONS. . .	1001	1-2
AMMUNITION AND EXPLOSIVES ACCIDENT REPORTING . . . . .	1002	1-2
DUMMY AMMUNITION . . . . .	1003	1-2
USE OF AMMUNITION FOR DISPLAY PURPOSES .	1004	1-2
IDENTIFICATION OF AMMUNITION ITEMS/DEVICES USED FOR TRAINING . . . .	1005	1-3
PROCUREMENT OF AMMUNITION . . . . .	1006	1-3
AMMUNITION AND EXPLOSIVE USAGE . . . . .	1007	1-3
AMMUNITION SAFETY WITHIN ARMORIES . . . .	1008	1-4

## CHAPTER 1

## SAFETY PROCEDURES

1000. GENERAL. The provisions of this section outline the general safety regulations and instructions pertaining to ammunition and explosives, as well as reporting procedures for accidents involving ammunition and explosives.

1001. SAFETY REGULATIONS

1. Hazardous Materials (HM) are defined as "any compound, mixture, element or assemblage of material which, because of inherent characteristics is dangerous to manufacture, process, store or handle".

2. Ammunition and explosives are hazardous materials and require special care when handling, storing and transporting.

3. Only those personnel possessing a thorough knowledge of safety precautions relating to the handling of ammunition and explosives shall be detailed to perform or supervise such functions. They shall be guided by NAVSEA OP5 Volume 1 Reference (b), NAVMC P8020.10 Reference (c), and the contents of this manual.

1002. AMMUNITION AND EXPLOSIVE ACCIDENT REPORTING. MCO 5102.1B (Marine Corps Ground Mishap Reporting) Reference (e) sets forth Marine Corps guidelines that will be used for reporting accidents involving ammunition and explosives.

1003. DUMMY AMMUNITION. Dummy ammunition is manufactured specifically for preliminary training, functional testing on weapons, individual and weapon crew drills and school purposes. It is identified by special markings or color. Dummy ammunition is normally black in color, and does not contain primers, live fuzes, propellant or explosives. Dummy ammunition items are not expendable and may be replaced in authorized quantities when they become worn out or unserviceable. Such items should be handled as live ammunition during training to instill proper handling and safety procedures.

1004. USE OF AMMUNITION FOR DISPLAY PURPOSES

1. COMMARFORs and commanders of Supporting Establishments are authorized to approve the inerting of ammunition for training



purposes by Explosive Ordnance Disposal (EOD) personnel and the displaying of inert ammunition by any approved unit; however, no ammunition or explosive item will be inerted for the sole purpose of display.

2. No ammunition item/device, whether inert, practice, service (live) or any component thereof will be inerted or used for display without the prior approval of Commander Marine Forces Reserve (COMMARFORRES).

3. Ammunition items or devices that have been inerted for training purposes, including those items/devices authorized for display, will be clearly marked at all times per NAVSEA OP 5 Volume 1, Reference (b).

1005. IDENTIFICATION OF AMMUNITION ITEMS/DEVICES USED FOR TRAINING. Dummy ammunition contains no explosive or chemical fillers, and is designed or adapted for use in training of the weapon's crew or individual training. Practice ammunition is intended to simulate service (live) ammunition and normally contains reduced or less dangerous chemical or explosive filler. In some applications a spotting charge or some type of charge is added to the practice item to indicate functioning (e.g., practice hand grenades, practice land mines, etc.) In other applications, previously live items, expended in training, produce residue that in itself is authorized as a training item/device (e.g., the expended AT-4 launcher). It is mandatory that all dummy/drill or practice ammunition items be readily identifiable. This is especially true of practice items that have repeated reuse potential. The provisions of NAVSEA OP 5 Volume 1 pertaining to positive identification of ammunition in the aforementioned category will be strictly adhered to.

1006. PROCUREMENT OF AMMUNITION. The purchase of ammunition by any Marine Corps organization other than Marine Corps Systems Command (MARCORSYSCOM) is prohibited.

1007. AMMUNITION AND EXPLOSIVE USAGE

1. Ammunition requisitioned shall be limited to that quantity required to support known requirements. However, the quantity

must not exceed that which can be properly accounted for and safeguarded.

2. Unserviceable ammunition shall be provided the same degree of security as serviceable ammunition pending its disposition.

3. Ammunition shall not be removed from any military activity, except as duly authorized by proper authority.

4. Government owned ammunition shall not be provided gratuitously, offered for sale, sold, exchanged or bartered for privately owned or Government owned property.

5. Ammunition shall never be buried, abandoned, destroyed, fired indiscriminately, or otherwise disposed of in order to circumvent the inconvenience of returning the item(s) to a proper storage site.

6. Ammunition shall not be removed from its packing containers until required for use. Ammunition, prior to its use, shall be handled in such a manner as to preclude assignment to an unserviceable category (i.e. loss of lot number identification, excessive breakout, etc.), should it become necessary to terminate the exercise and return the ammunition to the storage site.

7. Ammunition shall not be disassembled, altered, or modified, except for those normal operations provided in user level technical publications (i.e. fuzing of projectiles), or in authorized operations performed by qualified EOD personnel.

#### 1008. AMMUNITION SAFETY WITHIN ARMORY

1. Security ammunition within the unit armory will be issued to the armorer or other authorized personnel by the unit ammunition technician or designated individual that maintains the keys or combination to gain access to the ammunition. The security ammunition will be handled and loaded into the magazine(s) as directed by the unit commander. At no time are quick draws or horse playing permitted with any ammunition item.

# MARFORRES GROUND AMMUNITION POLICY MANUAL

## CHAPTER 2

### SECURITY

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL . . . . .	2000	2-2
SECURITY REGULATIONS AND INSTRUCTIONS . . . . .	2001	2-2
SECURITY RISK CATEGORIES . . . . .	2002	2-2
STORAGE REQUIREMENTS . . . . .	2003	2-3

2000. GENERAL. The provisions of this section outline general security regulations and instructions pertaining to ammunition and explosives.

2001. SECURITY REGULATIONS AND INSTRUCTIONS. Commanding Officers shall be guided in providing adequate safeguards of Class V(W) materiel per OPNAVINST 5530.13 (Physical Security for Arms, Ammunition and Explosives (AA&E)) Reference (a), NAVSEA OP 5 Volume 1 (Ammunition and Explosives Ashore Safety Regulations), MCO P4400.150 Reference (b), NAVMC 8020.10 Reference (c), and the provisions of this manual.

2002. SECURITY RISK CATEGORIES

1. Ammunition and explosives have been cataloged into security risk categories which are based on factors of readiness to fire, portability, utility and potential casualty/damaging effects.

2. CATEGORY I. Non-nuclear missiles and rockets in a ready to fire configuration (e.g., Stinger, TOW, AT-4, SMAW).

NOTE \* This category also applies in situations where the launcher (tube) and the explosive rounds, though not in a "ready to fire" configuration, are jointly stored or transported together. (e.g., TOW Missile and launcher)

3. CATEGORY II

a. TOW Missiles.

b. Grenades: High explosive and phosphorous.

c. Mines: Antitank and antipersonnel.

d. Explosives used in demolition operations, e.g., dynamite, block TNT, C-4, etc.

4. CATEGORY III

a. Ammunition, 20 mm and larger, with explosive projectile.

b. Grenades: incendiary and grenade fuzes.

- c. Blasting Caps.
- d. Detonating Cord.
- e. Supplementary Charges.
- f. Bulk explosives used in the production of ammunition.
- g. Stinger launch tube and gripstock.

5. CATEGORY IV

- a. Ammunition with non-explosive projectile (i.e., 5.56mm, 7.62mm).
- b. Fuzes, except fuzes for the grenades listed in para. 2002.3.b. above.
- c. Grenades: Illumination, smoke and practice, CS/CN (tear producing).
- d. Incendiary destroyers.
- e. Riot Control Agents.
- f. Ammunition for Categories II through IV weapons not otherwise categorized.

2003. STORAGE REQUIREMENTS

- a. Category I, II, III, IV ammunition and explosive storage and handling requirements are defined per directives listed in paragraph 2001.
- b. Security ammunition must be secured in an appropriate container (safe) in the unit armory and kept under separate lock and key from the weapons. Someone other than the armorer will maintain the lock and key. Refer to Chapter 10 of this publication for further information.

# MARFORRES GROUND AMMUNITION POLICY MANUAL

## CHAPTER 3

### STORAGE

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL . . . . .	3000	3-2
STORAGE . . . . .	3001	3-2
STORAGE AUTHORITY . . . . .	3002	3-3

3000. GENERAL. The provisions of this section provide guidelines for the storage of ammunition at the unit level.

3001. STORAGE

1. Unit commanders are responsible for determining security and safety ammunition requirements for their units.

2. Ammunition and explosives shall be stored in approved storage magazines and/or areas designated and isolated for this purpose. Storage in any structure not specifically designated for this purpose, especially buildings occupied by personnel, is prohibited except for limited quantities of small arms and pyrotechnics used for safety and security purposes. Guidance for storage of ammunition and explosives is contained in NAVSEA OP 5 Volume 1 Reference (b), NAVMC 8020.10 Reference (c), and the contents of this manual.

3. Tenant commands will request authority to store security, safety, and/or burial detail ammunition from the installation commander. Reserve Training Centers (RTC) not part of a formal installation will request their storage authority from MARFORRES G4 Ammo. The request will include DODIC, Nomenclature, Quantity, Net Explosive Weight, and Hazard/Class Division (HC/D). Net explosive weight limits are 25 lbs for HC/D 1.3 and 1.4 type ammunition, to include ammunition used for burial details. See Appendix C for request format.

4. Commanding Officers or Inspector-Instructors will provide in writing to unit armorers a list of all authorized DODICs and quantities, to include dummy and inert ammunition, that may be stored in the armory. This authorized list will be posted next to the ammunition storage container and is in addition to the requirement to maintain ammunition accountability on NAVMC 10774 cards. A copy of this letter will also be kept on record with the unit's ammunition clerk. This authority must be reviewed annually.

5. At no time will any ammunition or explosives be authorized for storage in any office space, supply warehouse or unsecured area. All authorized ammunition must be stored in the unit armory in a secured safe/vault, and separate from the weapon(s) in which it is intended to be fired.

3003. STORAGE AUTHORITY. Unless specifically approved by MARFORRES G4 Ammo, training ammunition will not be stored with security, safety, or burial detail ammunition. Should circumstances require authority to store training ammunition (HC/D 1.4 and/or 1.3 only) at a unit armory (e.g., ASP closed on Friday, and unit required to draw ammunition on Thursday for Saturday live-fire training), requests must be submitted to MARFORRES G4 Ammo via the unit's chain of command. This request may be done via e-mail, but must come from the Commanding Officer or Inspector-Instructor's e-mail account. Requests should be submitted five (5) working days prior to going to the training site. Temporary storage authority for training ammunition will never exceed 45 days and will remain valid only for the amount of time specified in the authorization. If training ammunition is authorized for storage at unit armories, the net explosive weight will never exceed 300 lbs for all types HC/D 1.4 and 1.3 ammunition. For approved requests, MARFORRES G4 Ammo must be notified when the circumstances requiring the storage authority no longer exist, the ammunition has been properly returned, or the storage authority has expired with no change in circumstances, whichever comes first. Refer to Appendix D for training ammunition temporary storage authority request format.



MARFORRES GROUND AMMUNITION POLICY MANUAL

CHAPTER 4

ANNUAL AUTHORIZATIONS

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL . . . . .	4000	4-2
ANNUAL AUTHORIZATIONS . . . . .	4001	4-2
CHANGES AND SPECIAL ALLOWANCES . . . . .	4002	4-2
PREDEPLOYMENT TRAINING AUTHORIZATIONS. .	4003	4-3

4000. GENERAL. This section outlines information pertinent to annual ammunition authorizations.

4001. ANNUAL AUTHORIZATIONS AND ALLOWANCES

1. Training authorizations are revised and published annually by Training and Education Command (TECOM).

2. Commanders must annually validate their Table of Organization (T/O) and Table of Equipment (T/E) as reported at Head Quarters Marine Corps not later than 01 September of every year. TECOM Ammunition computes authorizations based, in part, on T/O and T/E information resident with TFSMS. Invalid TO/Es directly impact MARFORRES authorizations; therefore, TO/E discrepancies must be forwarded via the chain of command to MARFORRES G4 Ammo not later than 01 October in order to allow sufficient lead time to compile and submit change requests to TECOM not later than 15 October.

3. MCBul 8011 contains the annual training authorizations. This directive is the single source document and authority for establishing the yearly training authorizations for units within MARFORRES.

4. Authorizations

a. Computed and published annually by TECOM via Training Ammunition Management Information System - Redesigned (TAMIS-R) website. TECOM determines authorizations based, in part, on Individual Training Standards (ITS), Training and Readiness (T&R) Manuals, Mission Performance Standards (MPS), as well as T/Os and T/Es.

b. Authorizations do not represent strict literal interpretation of the ITS or T&R manuals, rather the ammunition resources required to validate those tasks, core skills, and Commanders Mission Essential Task Lists (METL).

c. Authorizations generally represent the minimum amount of ammunition a unit theoretically should expend to maintain proficiency.

d. Authorizations are not limits.

e. Only COMMARFORRES owns ammunition. Under the cognizant of MARFORRES G3 Training (G3T), MARFORRES G4 Ammo recoups all MARFORRES TAMIS-R authorizations into a single allocation.

(1) Ammunition allowances are provided to unit as result of validated and approved requests.

(a) MARFORRES G3T prioritizes allocations when there are competing requirements.

(2) Commanding Officers are responsible for their subordinate commands' ammunition allowances.

(3) When determining requirements, Commanding Officers will take into consideration ammunition requirements of units participating in special training to include but not limited to Predeployment Training Program, Mojave Viper White Space training, squad competitions, and overseas exercises.

(4) All security, safety, and burial detail ammunition will be subsumed from the unit's annual training authorization.

#### 4002. CHANGES AND SPECIAL ALLOWANCES

1. Changes in annual authorizations are necessary when it becomes apparent that MCBul 8011 quantities are inadequate or excessive to accomplish unit training. Request for changes to the annual authorizations will be submitted in the format contained in Appendix E of this manual to MARFORRES G4 Ammo via the appropriate chain of command.

2. Requests for special allowances will be submitted by MARFORRES G4 Ammo to TECOM Ammo when it is recognized that a training situation requires additional ammunition on a one-time basis, MARFORRES has at least an 80 percent expenditure rate for the specific item(s), and redistribution will not provide sufficient quantities to satisfy the requirements. TECOM Ammo is the approving authority for all special allowance requests based on the supportability analysis provided by MARCORSYSCOM PM-Ammo.

#### 4003. PREDEPLOYMENT TRAINING AUTHORIZATIONS

1. No special authorization exists to support predeployment training. All validated requirements must first be sourced from existing annual training authorizations.

2. Commanders at all levels must identify and validate their predeployment training requirements in conjunction with their Higher Headquarters (HHQ) and Gaining Forces Commander (GFC), and forward the requirements via the chain of command to MARFORRES G4 Ammo in accordance with (IAW) Appendices F and G.

3. Once MARFORRES G4 Ammo has received the validated requirements, it will source internally prior to seeking external support. Sourced requirements will be forecasted IAW Appendices F and G.

# MARFORRES GROUND AMMUNITION POLICY MANUAL

## CHAPTER 5

### REQUISITION AND INVENTORY CONTROL PROCEDURES

#### SECTION 1

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL . . . . .	5000	5-2
COMMAND RESPONSIBILITIES . . . . .	5001	5-2
ANNUAL AUTHORIZATION AND FORECASTING . .	5002	5-3
UNFORCASTED REQUESTS. . . . .	5003	5-3
OCONUS FORECASTING REQUIREMENTS. . . . .	5004	5-5
REQUISITIONING . . . . .	5005	5-6
EXPENDITURE REPORTS/TAR RECONCILIATION .	5006	5-7

#### SECTION 2

GENERAL INSTRUCTIONS . . . . .	5100	5-10
PREPARATION AND MAINTENANCE OF NAVMC 10774 . . . . .	5101	5-10
RECLASSIFICATION OF CLASS V(W). . . . .	5102	5-11
SECURITY/SAFETY AMMUNITION ACCOUNTING . .	5103	5-12
INVENTORY REPORTING PROCEDURES . . . . .	5104	5-12
M-L-S-R REPORTING . . . . .	5105	5-12

## CHAPTER 5

## SECTION 1

## REQUISITION AND INVENTORY CONTROL PROCEDURES

5000. GENERAL. The section provides effective control procedures for Class V(W) materiel as related to forecasting, requisitioning, turn-in, cancellation, accounting and inventory procedures. All (TAMIS-R) functions must be performed IAW established SOP; the User's Manual on the TAMIS-R website (<https://tamis.army.mil/help>) or, for additional Marine Corps specific instruction, the TAMIS-R training packages on PM-Ammo's website ([http://www.marcorsyscom.usmc.mil/am/ammunition/IM&S\\_Division/Inventory\\_Management/TAMISR.asp](http://www.marcorsyscom.usmc.mil/am/ammunition/IM&S_Division/Inventory_Management/TAMISR.asp)). Additionally, specific and general ammunition management information is available at MARFORRES G4 Ammo's Sharepoint website <http://www2.MARFORRES.usmc.mil/sites/hq/G4/supply/ammo/default.aspx>.

5001. COMMAND RESPONSIBILITIES. Commanders at all echelons are responsible for the following:

1. Controlling the expenditure of their authorizations.
2. Ensuring timely forecasts and requisition submissions are done in order to (IOT) eliminate or reduce the incidence of unforecasted support requests and to ensure proper support from ammunition supply points.
3. Ensuring prescribed safety regulations and precautions in storing, handling, and transporting Class V(W) are followed.
4. Proper accounting for ammunition and explosives per chapter III, V, IX and XXV of UM 4400-15 and the provisions of this manual.
5. Providing MARFORRES G4 Ammo and/or HHQ ammunition management data and reports in a timely manner.

5002. ANNUAL AUTHORIZATION AND FORECASTING

1. MARFORRES uses (TAMIS-R) as its sole ammunition accounting database. Units must forecast their requirements for scheduled drills, predeployment training, TEEP events, special exercises,

and/or annual training IAW procedures outlined in Appendix F and forecasting guidelines in Appendix G.

2. In order to reduce or eliminate unnecessary ammunition movement over public roads, units must forecast ammunition to the activity that supports the installation where the live-fire training will occur for the desired month IAW Appendix G. For units training at installations with no ammunition supply point, coordination with MARFORRES G4 Ammo via the chain of command must occur before unit forecasts ammunition.

3. Ammunition is provided to units as a result of validated and approved forecasted requests.

a. Units submit allocation requests via their S-3/G3. Upon validation by G3T, MARFORRES G4 Ammo will source allocations and forecast them to appropriate ASP. The following procedures are required when submitting allocation request:

(1) Units provide forecasted consolidated quarterly ammunition projections to MARFORRES G3T required to accomplish planned training requirements.

(2) Additionally, units provide monthly forecasted ammunition based upon quarterly projections detailing RUC, ASP, RDD, Department of Defense Identification Code (DODIC), and quantity IAW Appendix S. Forecasts will include justification of ammunition requirements for each dodic by amount.

(3) Upon validation of the ammunition forecast by MARFORRES G3T, MARFORRES G4 Ammo will establish a unit allowance and transfer required ammunition within TAMIS.

#### 5003 UNFORCASTED REQUESTS

1. Once a forecasting deadline has passed, TAMIS-R automatically prevents forecasting for the specified month. Any requests inside the forecasting window established in Appendix G are considered unforecasted. All unforecasted requests must be routed to MARFORRES G3T via the chain of command prior to the requesting unit performing any TAMIS-R operation associated with the request.

2. Late forecasts are forecasts received at MARFORRES G3T less than 90 days but more than 61 days from the first day of the month of the required delivery date (RDD). Late forecasts require written justification for the late submission and approving endorsement from the MSC Chief of Staff (C/S) or the MARFORRES Vice Chief of Staff (VC/S) in the case of force units.

3. Critically late forecasts are forecasts received at MARFORRES G3T less than 60 days from the first of the month of the RDD. Critically late forecasts will require identification of a transportation of things (TOT) tracking number and a MARFORRES C/S approving endorsement in addition to justification statement with MSC C/S or MARFORRES VC/S endorsement.

a. Units will request TOT in the MARFORRES TOT database, select "unforecasted ammo" as the movementn type and "Ammo" in the shipments description field. Units will also provide MILSTRIP format document numbers per DODIC. Example: M200156123R001.

b. MSC Fiscal Reps will create an obligation in SABRS utilizing a unique doc number that will enable MSCs to identify the unit requesting the TOT support. A minimum of \$4000 (using funding function 1A5A) will be obligated in order to earmark funds for future realignment from unit to MARFORRES G4. MSC Fiscal reps will provide MSC G4 with a SABRS screen print of obligation. MSC G4 will attach the SABRS screen print and C/S approval to TOT request in the TOT database.

c. If funds are not available MSC fiscal representatives will coordinate with MSC G3/G4. MSC G3/G4 will disapprove the TOT.

d. Upon MARFORRES Transportation Management Office (TMO) approval, an automated email notification will be forwarded to the requestor. The MSC G3 will then forward all required documentation to MARFORRES G3T for validation and approval.

e. If MARFORRES G3T disapproves the unforecasted ammo support request, they will notify the requesting MSC G3 to cancel the TOT request. The requesting MSC will notify MARFORRES TMO to cancel the TOT request. MSC will also notify their fiscal representatives to cancel the obligation document in SABRS.

f. If MARFORRES G3T approves the unforecasted ammo support request, they will notify MARFORRES G4 Ammo and provide all required documentation. MARFORRES G4 Ammo will then forward all



required documentation to PM-Ammo for review/action.

g. If shipment is not required PM-Ammo will notify MARFORRES G4 Ammo. MARFORRES G4 Ammo will notify MARFORRES TMO to cancel TOT. If shipment is required PM-Ammo will utilize the document numbers and generate requisition. Unforecasted support requests result in one or more of the following: 1) supportable from stocks on station, 2) unsupportable (reschedule training), 3) partially supportable, or 4) supportable by shipment (unit-funded TOT costs). Units whose unforecasted support request is supportable only through paying TOT should use that information, in part, to validate training value.

4. Upon realease of shipment, MSC G4s will provide MARFORRES TMO a copy of all commercial bill of ladens (CBL) pertaining to movement.

a. CBLs can be obtained using the Munitions Transportation Managememtn System (MTMS) website  
(<https://www6.osc.army.mil/mtms2000/LoginServelet>)

b. CBLs are due upon release of the shipment and will be considered delinquent 10 days after the date of shipment. Any unit with a delinquent CBL will be denied all future shipments until all CBLs have been received from the unit and processed by MARFORRES TMO.

5. When the MSC receives the CBL that identifies the actual cost, MSC G4 will notify MARFORRES TMO and MSC fiscal representatives. MSC fiscal reps will deobligate the document number(s) in the Standard Accounting, Budgeting and Reporting System (SABRS) and create a Memorandum Fiscal Service (MFS) realignment request for the actual CBL cost from MSC Budget Execution Activity/Budget Execution Subactivity (BEA/BESA) to MARFORRES G4/TT BEA/BESA IOT cover the actual cost. The MFS realignment request will also include the unique obligation document number and the shipping dodic document number(s) in the comment section as a reference.

6. Overdue forecasts are forecasts that are received by MARFORRES G3T less than 15 days from the RDD. Overdue forecasts are unsupportable.

#### 5004. OCONUS FORECASTING REQUIREMENTS

1. OCONUS training ammunition requirements must be identified a minimum 150 days prior to the exercise start month to ensure

availability of requested items and to allow forecasting a minimum 120 days prior to RDD month. Once ammunition availability is determined, MARFORRES G4 Ammo will coordinate the positioning of the ammo to the appropriate ammunition support facility. In order to maximize lift and minimize excess shipping costs, units should, during initial planning, ensure the host country will allow the requested ammunition to be fired prior to requesting the shipment. See Appendices F and G.

#### 5005. REQUISITIONING

1. Ammunition will be requisitioned using the DD Form 581 Training Ammunition Request (TAR), found in TAMIS-R. All ammunition requests will be submitted no earlier than 90 days prior to the RDD.

2. TAMIS-R automatically creates an electronic TAR (Receipt for Equipment and Supplies).

a. For MARFORRES units supported by Army or National Guard activities, the TAR is used for all Class V(W) transactions (i.e., issues, turn-ins and turn-in of salvageable materiel). These commands will print the TAR created by TAMIS-R, ensuring Blocks 13C and 14C contain original signatures. The TAR will accompany the unit to the supporting Ammunition Supply Point (ASP) where it will be submitted directly to the Officer in Charge (OIC) of the host ASP for authentication and approval.

b. For MARFORRES units supported by Marine Corps activities, the supporting ASP will transfer the TAR information onto DD Form 1348-1A (Issue Release/Receipt Document).

c. For MARFORRES units supported by Navy activities, MARCORSYSCOM PM-Ammo acts, in TAMIS-R, as the supporting activity and will approve the TAR and notify the Navy ASP of the ammunition request. MARFORRES G4 Ammo, once TAR has been approved by PM-Ammo, will release a MILSTRIP via naval message to the appropriate Navy ASP. The Navy ASP will transfer the MILSTRIP information onto DD Form 1348-1A (Issue Release/Receipt Document).

d. All units must complete TARs a minimum of 30 days prior to the RDD. Upon completing the TAR, units should print a copy for use as a source document when receipting ammunition at all supporting activities.

3. Units will provide all supporting ammunition activities a Delegation of Authority (DOA) signed by the Battalion Commander, which will identify those personnel authorized to request and receipt ammunition to a specific Unit Identification Code (UIC). For Army and National Guard ASPs, prepare DA Form 1687 (DOA Receipt for Supplies) in triplicate with original signatures on all copies, plus a copy of the Assumption of Command letter. Assumptions of Command letters are valid for one year. For Marine and Navy ASPs, use the Notification of Delegation form. See Appendices H and I for examples. DOA's must be updated as required.

4. Liaison should be made with the supporting ammunition activity after TAR submission to ensure local policies and procedures are understood, can be followed, and that there are no conflicts with the ammunition request(s).

#### 5006. EXPENDITURE REPORTS AND TAR RECONCILIATION

1. Expenditure Reports. All ammunition expended during live-fire training must be reported using form NAVMC 11381 (Expenditure Report). This form should be completed within five working days after the date of firing, and, along with supporting documentation, submitted to the unit ammunition record keeping personnel. A minimum of three documents will be filed for each live-fire training event: the ammunition requisition document, the ammunition issue document, and the expenditure report. If there are ammunition turn-ins, then the turn-in document will be the fourth item filed. All paperwork must be retained for the current plus two previous fiscal years. A typical scenario follows:

a. Ammunition is requested.

b. ASP issues ammunition.

c. Ammunition is delivered to range where Range Safety Officer (RSO) inventories ammunition and fills out appropriate block on NAVMC 11381.

d. If all ammunition is expended, RSO fills out appropriate block on NAVMC 11381. If not all ammunition is expended, a turn-in is required. RSO fills out appropriate block on NAVMC 11381. Person conducting the turn-in inventories the ammunition at the range and signs the form. For either instance, RSO signs form.

- e. Unexpended ammunition is returned to ASP.
- f. ASP issues turn-in document.
- g. NAVMC 11381 and all supporting documentation are returned to unit ammunition accounting personnel for verification by the unit Arms, Ammunition, and Explosives (AA&E) Audit and Verification Officer. See Appendix J for Expenditure Report example.

2. Serialized Expenditure Reports. The following serialized ammunition items currently require submission of a serialized expenditure report: AT4 and TOW.

a. Serialized Expenditure reports shall be submitted within 5 working days of exercise completion to COMMARCORSYSCOM QUANTICO VA, Code AM-IM via priority message, with information copy to DOD/ORGANIZATIONS/USMC/ORGANIZATIONS/CAMP PENDLETON/MCB/MCPD FALLBROOK CA, NAVSURFWARCENDIV CRANE IN (403), COMMARFORRES G4, and appropriate authority within the chain of command.

b. The expenditure report message subject should read as follows: SUBJ: EXPENDITURE REPORT FOR SERIALIZED CLASS V(W) W/REPORT NUMBER X-XX (i.e., 1-05 (the 1- denotes first report of year and the 05 denotes the last two digits of the reporting year)). It is imperative that using units include sequential report numbering to facilitate tracking of reports.

c. Expenditure reports will contain general information to include: UIC, geographical location of expenditure (the installation name and range), date, exercise number/name, and point of contact with phone number, as well as the following information:

- (1) Numerical line number by item entry.
- (2) DODIC.
- (3) Missile serial number.
- (4) Lot number(s).
- (5) Method of expenditure (MOE): fired in training (TRN), fired in combat (CBT), fired for test (TES), destroyed (EOD), or disassembled (DAS).

d. See Appendix K for example.

3. TAR Reconciliation

a. For units supported by Marine, Army and National Guard activities, TAMIS-R automatically posts issues and/or turn-ins; therefore these units must not report issues or turn-ins in TAMIS-R. So doing will create double-posting and inaccurate authorizations.

b. For units supported by Navy activities, issues and turn-ins must be manually posted in TAMIS-R. Units must provide, via email, issue and turn-in information to the TAMIS Helpdesk at [tamis@usmc.mil](mailto:tamis@usmc.mil) not later than the Reconcile Not Later Than (RNLT) date found on the TAR.

c. All units must manually reconcile the TAR by the RNLT date found on the TAR. If TAR is not reconciled by the RNLT, all TAMIS user rights will be suspended and will not be re issued until the TAR is reconciled. Units should use issue and/or turn-in documentation to verify all TAMIS-R expenditure entries. Once the TARs are reconciled, TAMIS-R deducts and/or returns ammunition to the unit's account based on input, thereby providing an accurate ammunition status.

## MARFORRES GROUND AMMUNITION POLICY MANUAL

## CHAPTER 5

## SECTION 2

## REQUISITION AND INVENTORY CONTROL PROCEDURES

5100. GENERAL INSTRUCTIONS. This section provides guidance for inventory control and maintaining ammunition accountability.

5101. PREPARATION AND MAINTENANCE OF NAVMC 10774. All MARFORRES units/activities at the organic level, storing any quantity of Class V(W) materiel, will maintain a NAVMC 10774 card for each DODIC and lot number. The ammunition NSN/Lot number record will be prepared and maintained per UM 4400-15.

1. For purposes of ammunition and explosives accounting at the using unit, the NAVMC 10774 (Ammunition NSN/Lot Number Record) will be used for management and control of Class V(W) materiel stored in the unit armory for security, safety, or burial detail use. Units will report in TAMIS-R as expended (Reconcile the TAR with no turn-in) all ammunition requisitioned for security, safety, or burial detail purposes. (This expenditure is for TAMIS-R accounting only and has no impact on the NAVMC 10774 or NAVMC 11381 requirements.) It is the responsibility of each commander or designated representative, such as the unit AA&E Officer, to ensure that the NAVMC 10774 form is prepared for each lot of ammunition regardless of quantity on hand, and is updated immediately upon any subsequent receipt, issue, or adjustment associated with that lot. All ammunition being stored in the armory will be inventoried monthly and an annotation placed on the NAVMC 10774 recording the inventory date. All discrepancies will be reported to the Commanding Officer immediately. Burial ammunition will be issued on a DD 1348-1A, and, upon return from the detail, the person who received the ammo will turn in unused ammunition, if applicable, and complete an expenditure report (NAVMC 11381). The expenditure report and associated documents (Issue and turn-in 1348-1As) will be delivered to the unit's AA&E Audit and Verification Officer for processing and subsequent filing by the unit's ammunition record keeper. This expenditure report will be kept for the current plus two previous fiscal years.

2. Class V(W) materiel will be accounted for as nonexpendable items. Records will be maintained per UM 4400-15. Files may be maintained in DODIC or document sequence. The ammunition lot number, NSN, and condition code will be recorded on all accounting documents (e.g., issue, receipt and voucher transactions).

3. Upon assuming command, a physical inventory will be conducted by the Commanding Officer within 15 days to ensure the unit's ammunition accountability program is effective.

4. Discrepancies noted between the quantity physically on hand and quantity recorded will be investigated thoroughly by the commander or designated representative. Should any quantity of ammunition or explosive be determined to be missing, UM 4400-15 provides guidance for taking corrective action to accountable records. A command investigation may be warranted depending on the type and quantity missing.

5. Ammunition NSN/lot number record cards (NAVMC 10774) will be filed in DODIC sequence.

a. All records placed in the completed recorded history file will be maintained for the current fiscal year plus two years from the date of entry into the file.

b. Should a quantity of material be received or an adjustment occur for which a prior record has been established and used to record the storage of Class V(W) material, the appropriate record will be withdrawn from the completed record history file and returned to the active file, except in cases when entries have been made on all sides.

5102. RECLASSIFICATION OF CLASS V (W) MATERIEL. Occasionally, Class V(W) materiel fails to perform as designed. In these instances, a Notice of Ammunition Reclassification (NAR) is promulgated by naval message to inform all storage activities and all consumers of appropriate concerns, and to establish or remove restrictions on the item's use. Upon receipt of an NAR, all ammunition being stored by the unit must be checked against the NAR. If the ammunition becomes unserviceable due to a NAR, it must be returned to the ASP for disposition. The NAVMC 10774 card will be revised to read the new condition code on the now unserviceable ammunition. Replacement ammunition must then be requisitioned. A complete listing of current NAR's can found at following website:  
<https://zinc.ois.disa.mil/portal/>. Registration is required.

5103. SECURITY/SAFETY/BURIAL AMMUNITION ACCOUNTING. Ammunition drawn from the ASP that will be stored in the unit armory for security, safety, or burial detail will be issued to the Ordnance Officer or the officer in charge of the armory by the Ammo Tech or Marine that received these items from the ASP on a DD Form 1348-1A.

a. Ammunition issued from the unit armory to an authorized Marine for any purpose (burial, field safety, security) will be done using a Equipment Custody Receipt (ECR) card. Upon returning the ammunition to the armory, the ECR card will be destroyed unless there was an expenditure.

b. When there is an expenditure, an expenditure report will be completed and the ECR card and report placed with the ammunition record keeping documentation. The quantity on the NAVMC 10774 cards will be decreased by the amount expended.

5104. INVENTORY REPORTING PROCEDURES. Commanding Officers will submit monthly inventory reports, to include burial detail ammunition expenditures, of all ammunition stored in their armories by e-mail to MARFORRES G4 Ammo via the chain of command. See Appendix L for format.

5105. MISSING, LOST, STOLEN OR RECOVERED (MLSR REPORTING). Ammunition found to be missing, lost, stolen, or recovered will be reported per MCO 4340.1.



# MARFORRES GROUND AMMUNITION POLICY MANUAL

## CHAPTER 6

### TRANSPORTATION

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL . . . . .	6000	6-2
COMMAND RESPONSIBILITIES . . . . .	6001	6-2
INSPECTION OF VEHICLES . . . . .	6002	6-4
AMMUNITION SUPPLY POINT INSPECTION. . . .	6003	6-5
SAFETY AND FIREFIGHTING PROCEDURES. . . .	6004	6-5

6000. GENERAL. The provisions of this section deal with the safe movement of ammunition and explosives.

6001. COMMAND RESPONSIBILITIES

1. Vehicles/Drivers

a. It is the unit's responsibility to ensure that its vehicle(s) are inspected prior to being dispatched to transport ammunition. DD Form 626 will be used by the unit for the inspection.

b. Drivers must be a minimum of 18 years old to drive ammunition and explosives aboard a military installation; 21 years of age or older to drive ammunition off any military installation. Drivers must have an annual explosive driver's refresher course and have this course annotated in their training records. Drivers must have a current valid government driver's license annotated "Explosive Driver" and signed by competent authority, a valid state operator's permit and a medical certificate. Drivers will be qualified and trained per MCO 11240.665 (Standard Licensing Procedures for Operations of Military Motor Vehicles) and NAVSEA SW020-AF-ABK-010.

2. Sufficient Vehicles. Sufficient vehicles should be provided to enable the supporting activity to load the entire quantity requisitioned in order to make the movement in one lift. Particular attention must be given to compatibility and weight. Prior planning is critical.

3. Vehicle Markings. All government vehicles transporting hazardous materials will be marked with the proper explosive placards per NAVSEA SW020-AF-HBK-010. Placards are the sole responsibility of the unit transporting the ammunition or explosives. The placards will be secured to all four sides of the vehicle. All placards will be removed once the vehicle is no longer carrying hazardous materials.

5. Fire Extinguishers. All vehicles must be equipped with appropriate fire extinguishers. At a minimum, one (1) 10-pound dry chemical will be carried in all vehicles used for transporting hazardous materials. Supporting ASP's can provide additional information on local policies governing fire extinguishers.

6. White Phosphorus (WP)/Plasticized White Phosphorus (PWP). WP or PWP ammunition will not be transported with any other type ammunition.

7. Movement

a. Every effort must be made to reduce or eliminate off-base ammunition movement. Off-base is defined as outside the physical boundaries of an installation (outside the perimeter fence), or outside an area defined as on-base through either agreement, custom, or public law (e.g., Hwy 172 and Hwy 210 connecting Camp Lejeune NC with the outlying training areas.).

b. If off-base ammunition movement is warranted, it is the unit's responsibility to ensure it meets all federal, state and local regulations for transporting ammunition off a military installation. This may include coordinating off-base transportation authorization from the installation commander (Marine Corps bases) or authorizing command (MARFORRES G4 Ammo for units departing Army or Navy installations). Off-base movement also requires coordinating shipment blocking and bracing, adherence to authorized ammunition routes, and coordination with local law enforcement officials.

(1) Government owned and operated vehicles may only be used to transport A&E up to 100 miles from a Marine Corps installation.

(2) Infrequent movements of A&E from an installation to destinations in excess of 100 miles may be approved by the Installation Commander.

(3) Repeated use of Government owned and operated motor vehicles for scheduled trips exceeding 100 miles require the approval of COMMARCORSYSCOM (PM-Ammo).

c. It is Marine Corps policy to minimize to the greatest extent possible off-base non-commercial vehicle ammunition movement; therefore, requests for off-base non-commercial vehicle ammunition movement will normally not receive approval, except as a last resort.

d. Army and Navy installation commanders cannot authorize off-base ammunition movement for Marine units. In instances where MARFORRES units cannot train at the supporting activity location, prior coordination must be made with MARFORRES G4 Ammo

via the chain of command in order to obtain off-base movement approval. See Appendix M.

8. Prohibited Vehicles. Special purpose vehicles are prohibited from transporting ammunition (i.e. ambulances, buses, fuel trucks, passenger cars, vans, radio vehicles, dump trucks, etc.).

9. Privately Owned Vehicles (POV). Privately owned vehicles will not be authorized to transport ammunition at any time.

#### 6002. INSPECTION OF VEHICLES

1. Motor Pool Inspection. Qualified personnel will inspect government owned vehicles, including cargo trailers. DD Form 626 (Motor Vehicle Inspection) original and one copy will be filled out in detail through Item 22 prior to vehicle being dispatched from the unit motor pool to transport ammunition or explosives.

2. Vehicle Inspector. A certified vehicle inspector is required to sign all DD Form 626 forms. This inspector is only qualified after satisfactorily completing either a DOD authorized Hazardous Materials Course from one of the DOD approved schools listed in the Defense Transportation Regulation (DTR) or technical specialist training in accordance with DTR, Part II, Chapter 204, par. (e). The unit commander shall appoint this person in writing, to include scope of authority. If a qualified individual is unavailable then the OIC or Non-Commissioned Officer-in-Charge (NCOIC) shall verify in writing (long hand) that DD Form 626 procedures have been performed.

3. Driver of Explosive Vehicles. The driver of a vehicle transporting ammunition and/or explosives will be thoroughly familiar with NAVSEA SWO20-AF-ABK-010 and its requirements. The driver will have in his/her possession, when dispatched from the motor pool:

- a. Armed Forces Identification Card.
- b. Valid government operator's permit, standard form (SF) 416 authorizing him/her to transport explosives.
- c. Medical Certificate, ATA Form P101A1 (Physical and identification validated).
- d. Original and one copy of DD Form 626 (Vehicle Inspection Report).

- e. Glove Box edition of NAVSEA SWO20-AF-ABK-010.
- f. One 10 pound (PKP) or 15 pound (CO2) fire extinguisher (Two fire extinguishers when supported by Army activity).
- g. Three reflectors or operable flashing lights.
- h. Flashlight w/ batteries.
- i. Complete set of spare fuses for the vehicle.
- j. Appropriate tools.
- k. Explosive placards.
- l. Tie down straps to secure the load.
- m. Fire resistant tarpaulins for inclement weather or authorized off-base movement.
- n. Wooden dunnage to prevent the ammunition from being placed directly on the metal bed of the vehicle.

6003. ASP INSPECTION. ASP authorized personnel will inspect all government owned vehicles to ensure they are mechanically safe and free of fire hazards and that the driver is authorized to transport ammunition/explosives prior to loading or unloading. ASPs will issue DD Form 836 (Special Instructions for Drivers) as appropriate. This form provides drivers with important information concerning the load and any specific safety requirements should an accident/incident occur.

6004. SAFETY AND FIRE FIGHTING PROCEDURES. All drivers and other personnel will be instructed in the best methods of extinguishing vehicle fires. They will be specifically instructed in the following:

1. In nearly all cases there is time to extinguish any fire before sufficient heat is generated to cause ammunition or explosives to detonate.
2. Fire fighting equipment carried on vehicles assigned to transport ammunition will be inspected daily to ensure it is in proper working order.
3. A vehicle containing ammunition and/or explosives will never be taken into a garage or repair shop for repairs or storage.

4. Before loading or unloading ammunition and/or explosives, the engine must be off, the brakes set, and the wheels blocked.
5. No vehicle will be loaded beyond its rated load capacity.
6. A full stop is required at all railroad crossings.
7. If a vehicle in convoy catches fire, the other vehicles shall proceed to a safe distance and guards shall be posted on each side of the burning vehicle at the minimum distance listed on DD Form 836 (Special Instructions to Drivers) to stop traffic.
8. If a vehicle breaks down and cannot be immediately towed to its destination, a guard will be posted and the activity to which the vehicle is proceeding shall be notified for appropriate action.
9. The load is properly secured/tied down before moving the vehicle.
10. Vehicles equipped with catalytic converters will not be operated within 100 feet of fuel storage area or fuel transfer operations where low-lying accumulations of flammable vapor or hazardous ignition-combustible material sources are present. In addition, such vehicles will not be parked over grassy areas or unpaved surfaces that could be considered to be oil soaked. The only exception to the above is that vehicles may refuel in established service stations.

MARFORRES GROUND AMMUNITION POLICY MANUAL

CHAPTER 7

MALFUNCTION/DEFECTIVE AMMUNITION

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL . . . . .	7000	7-2
MALFUNCTION REPORTING . . . . .	7001	7-2
SUSPENSION/TEMPORARY LOCAL SUSPENSION . . . . .	7002	7-3
INVESTIGATING OFFICER . . . . .	7003	7-3
DEFICIENCY REPORTING . . . . .	7004	7-3
NOTICE OF AMMUNITION RECLASSIFICATION . . . . .	7005	7-3

7000. GENERAL. This chapter outlines the requirements for reporting malfunctioning and defective ammunition. Although ammunition is designed and produced with the highest degree of safety and reliability attainable, it does not always function per the original design; therefore, malfunctions and deficiencies reported by using units serve to identify items whose use must be limited, restricted, or curtailed.

7001. MALFUNCTION REPORTING

1. Malfunction and deficiency reports must be thorough, accurate and complete. The reports must be filed promptly and include all information required to ensure timely local action to suspend potentially hazardous ammunition from issue and use in order to prevent damage to property or injury or loss of life to personnel. A NAVMC 10135 (Ammunition Malfunction Data Collection Guide 8025) will be issued and in the possession of all Officers and Staff Noncommissioned Officers during training involving ammunition and explosives.

2. All ammunition malfunctions will be reported. See Appendix N. Malfunctions shall be reported as indicated in the two categories below:

a. Malfunctions involving injuries/fatalities or resulting in a local suspension will be telephonically reported IMMEDIATELY to MARCORSYSCOM PM-Ammo. This telephonic notification does not negate the command's responsibility to submit a written malfunction report per MCO 8025.1 within 24 hours of the malfunction.

b. All other malfunctions (i.e. duds, misfires) shall be reported within 96 hours of the malfunction.

3. The host activity/facility from which the ammunition or explosives were received will be immediately notified of any malfunction by the most direct manner and will be included as an info addressee on all correspondence regarding this malfunction.

4. It is recognized that some malfunctions may make it impossible to gather all the pertinent details and report within a 24-hour period established for malfunction reporting. In those cases, a supplemental report will be submitted within 15 working days after the malfunction.



5. Non-explosive residue related to an ammunition malfunction will be retained for a period of 120 days by the unit reporting the malfunction for possible inspection by an investigating official or shipped to a test facility to determine the cause of the malfunction and the outcome of this particular lot number. MARCORSYSCOM PM-Ammo will provide storage guidance.

7002. SUSPENSION/TEMPORARY LOCAL SUSPENSION

1. Suspension. Preliminary message reports of all ammunition malfunctions occurring aboard a host facility will be submitted with a recommendation as to local suspension or non-suspension of the ammunition lot number involved. The final decision to impose suspension, in all cases, will be made by the host facility.

2. Temporary Local Suspension. Nothing in the foregoing instruction shall be construed to imply the OIC or NCOIC of firing, RSO, or local unit commander cannot impose an immediate temporary local suspension of ammunition, when in his/her judgment, such temporary local suspension is considered necessary to prevent property damage or loss of life or injury to personnel or in the interest of range safety.

7003. INVESTIGATING OFFICER. In all cases of ammunition malfunctions where damage to personnel or property has occurred, an investigating officer will be appointed to conduct a thorough investigation.

7004. DEFICIENCY REPORT. All ammunition found to be defective as a result of improper design, manufacture, handling or storage shall be reported per MCO 8025.1. See Appendix O. Defect reports may be submitted within 15 days of the defect identification, except when an entire lot is locally suspended from use. Local suspension requires a report within 24 hours.

7005. NOTICE OF AMMUNITION RECLASSIFICATION (NAR).

1. NARs are received by all major Marine Corps commands in message format. NARs are listed in numerical order during the calendar year. Every April and October these NARs are consolidated into the publication TWO-24-AA-ORD-010 (Ammunition Unserviceable, Suspended and Limited Use). The

TWO-24-AA-ORD-010 and NARs will be kept and maintained at the unit level (normally Bn level and/or higher). Once the new edition of the TWO-24-AA-ORD-010 is published and received, the unit is authorized to destroy all NARs that have been incorporated in it. Units should also request access to and periodically check NARs at the following website:  
<https://zinc.ois.disa.mil/portal/>.

2. Units will also keep and maintain a cross-reference file.

a. A cross-reference file may be a 5X8 index card or any other means that allows the data to be readily available. All DODICs that the unit has in its authorization will each have a file. Once a NAR is received with a change in condition code for a DODIC for which the unit has an authorization, the unit will annotate the NAR number, lot number and condition code in this file.

b. When a unit requests ammunition, it should copy any applicable NAR info for requested DODICs in order to verify the issued ammunition lot numbers are not affected by the NARs. The ASPs have a requirement to provide units with copies of NARs affecting issued lots (NARs that DO NOT place the affected DODIC/Lot number into an unserviceable condition).

c. If any ammunition being held by the unit is reassigned a condition code that makes the lot unserviceable, the unit must turn this ammunition into the supporting ASP and get issued serviceable ammunition.

MARFORRES GROUND AMMUNITION POLICY MANUAL

CHAPTER 8

SALVAGE AND DISPOSITION OF AMMUNITION COMPONENTS

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL . . . . .	8000	8-2
ACCOUNTING RESPONSIBILITY . . . . .	8001	8-2
CERTIFICATE OF INSPECTION . . . . .	8002	8-2
TURN-IN DOCUMENT . . . . .	8003	8-2
TURN-IN POINT . . . . .	8004	8-2

8000. GENERAL. This chapter provides guidelines for the recovery and disposition of recyclable materials.

1. The U.S. Army Ammunition Procurement and Supply Agency has a continuing requirement for certain ammunition components and related recoverable items in support of the ammunition procurement and production program.

2. To comply with the disposition instructions provided by DOD 4160.21M (Defense Materiel Disposition Manual) (<http://www.dla.mil/dlaps/dod/416021m/guide.asp>) and DOD 4160.21M-1 (Defense Demilitarization Manual) (<http://www.dla.mil/dlaps/dod/416021m1/guide.asp>), all items listed will be salvaged and returned to local Defense Reutilization Marketing Office (DRMO) or the ASP per local instructions.

8001. ACCOUNTING RESPONSIBILITY. Unit commanders are directly responsible to ensure maximum quantities of salvageable ammunition components are recovered and returned to the DRMO or ASP for disposition.

8002. CERTIFICATE OF INSPECTION. Commanding Officers will designate in writing officers and/or SNCO's authorized to certify inspected materiel does not contain any dangerous items. DRMO must have a current list of individuals authorized to sign inert certificates. See Appendix P for format.

8003. TURN-IN DOCUMENT. DD Form 1348-1A or DA Form 581 will accompany the turn-in of all items. Turn-in documents will be prepared per the instructions provided in UM 4400.15 and will reflect units of issue. A representative of DRMO will sign and receipt for all items returned and make distribution of copies of DD Form 1348-1A or DA Form 581.

8004. TURN-IN POINT. All items will be turned in to the local DRMO or ASP as may be directed by local procedure.

MARFORRES GROUND AMMUNITION POLICY MANUAL

CHAPTER 9

LOSS OF AMMUNITION DUE TO IMPROPER PRACTICES

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL . . . . .	9000	9-2
COMMANDING OFFICER'S RESPONSIBILITY .	9001	9-2

9000. GENERAL. This chapter provides guidance to minimize unnecessary ammunition loss.

1. NAVMC 8020.10 Reference (c) and MCBul 8011 direct that continuing emphasis must be placed on conservation of ground ammunition and that action be taken to preclude loss of this essential and finite resource.

a. Improper practices relative to the handling, transportation and storage of ground ammunition have led to the reclassification of assets to an unserviceable category due, in part, to loss of lot number identity, damage caused by mishandling, transportation of field returns, and most importantly, improper packaging.

b. Field return of damaged items and/or useable materials in other-than-normal packaging causes potential storage problems and needlessly exposes personnel and facilities to unnecessary hazards. Proper handling and transportation will preclude such damage and/or exposure.

c. NAVMC 8020.10 Reference (c) directs ammunition shall not be removed from its original packaging containers until actual expenditure is imminent. Reusable containers (e.g. ammunition boxes, fiber containers and bandoleers) must not be burned.

9001. COMMANDING OFFICERS RESPONSIBILITIES. Commanders at all echelons shall take appropriate action to preclude ammunition from being rendered unserviceable due to loss of lot identity, or improper handling, packaging, or transportation practices. When advised that improper practices have been encountered, commanders should initiate investigations per the provisions contained in MCO P4400.19 and JAGINST 5800.7. Copies of requests for investigation will be forwarded to MARCORSYSCOM (AM) Quantico VA via MARFORRES G4 AMMO.

9000. GENERAL. This chapter provides guidance to minimize unnecessary ammunition loss.

1. NAVMC 8020.10 Reference (c) and MCBul 8011 direct that continuing emphasis must be placed on conservation of ground ammunition and that action be taken to preclude loss of this essential and finite resource.

a. Improper practices relative to the handling, transportation and storage of ground ammunition have led to the reclassification of assets to an unserviceable category due, in part, to loss of lot number identity, damage caused by mishandling, transportation of field returns, and most importantly, improper packaging.

b. Field return of damaged items and/or useable materials in other-than-normal packaging causes potential storage problems and needlessly exposes personnel and facilities to unnecessary hazards. Proper handling and transportation will preclude such damage and/or exposure.

c. NAVMC 8020.10 Reference (c) directs ammunition shall not be removed from its original packaging containers until actual expenditure is imminent. Reusable containers (e.g. ammunition boxes, fiber containers and bandoleers) must not be burned.

9001. COMMANDING OFFICERS RESPONSIBILITIES. Commanders at all echelons shall take appropriate action to preclude ammunition from being rendered unserviceable due to loss of lot identity, or improper handling, packaging, or transportation practices. When advised that improper practices have been encountered, commanders should initiate investigations per the provisions contained in MCO P4400.19 and JAGINST 5800.7. Copies of requests for investigation will be forwarded to MARCORSYSCOM (AM) Quantico VA via MARFORRES G4 AMMO.

MARFORRES GROUND AMMUNITION POLICY MANUAL

CHAPTER 10

ARMS, AMMUNITION AND EXPLOSIVES (AA&E)

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL . . . . .	10000	10-2
CLASS V(W) CUSTODY TRANSACTIONS . . . . .	10001	10-2



10000. GENERAL. This chapter provides general guidance for an effective AA&E program. The Marine Corps continuously trains and deploys with A&E, which by their very design are inherently hazardous. Careless losses, improper disposition, theft, and unauthorized use expose the public to unnecessary hazards. Therefore, it is imperative that the provisions of this chapter and all cited references be closely examined and followed.

10001. REQUIREMENT

1. MCO P4400.150 Reference (d), Chapter 7, is the source document for establishing and maintaining a mandatory and effective AA&E program.

2. OPNAVINST 5530.13B Reference (a) provides the current guidelines and policies for the security of AA&E. Recent procedural reviews have resulted in several Marine Corps AA&E security and accountability policy changes, which have been incorporated into MCO P4400.150 Reference (d). This chapter will not restate the references, but, as a result of these policy changes, commands must pay special attention to the following:

a. Expenditure Reporting. A&E is most susceptible to theft or loss during field exercises. To ensure that proper accountability is afforded all A&E, commanding officers and officers in charge shall ensure that the Class V(W) Expenditure Report (NAVMC Form 11381), depicted in Appendix J, is used to document all expenditures of A&E assets. This form will be completed at the range by the range safety officer (RSO) and the ammunition technician to include signatures of both parties prior to any ammunition leaving the range for transport to the ammunition supply point (ASP) or armory. Local commanders are authorized to add additional fields to NAVMC 11381 to support other local requirements as deemed appropriate; however, the standard fields contained on this form shall not be changed.

b. Certification Screening

(1) Commanding officers and officers in charge shall ensure that all personnel who account for, maintain, and distribute AA&E in performance of their primary duties are screened in accordance with this paragraph and OPNAVINST 5530.13 Reference (a) series. This includes EOD and aviation ordnance personnel, engineers, military police, AA&E officers, armorers/custodians, and ammunition technicians.

(2) Screening will be conducted annually and will include a review of the Marine's medical records, Service Record Book or Officer Qualification Record, and Provost Marshal Office (PMO) incident reports.

(3) Personnel who are required to be qualified and certified in their primary duties involving AA&E shall be screened and documented in accordance with MCO 8023.3 series.

(4) Screening documentation shall be done using the Personnel Screening for AA&E (NAVMC Form 11386), depicted in Appendix Q.

(5) This certification will be maintained as long as the individual is handling AA&E as their primary duties or upon their transfer to another duty station.

3. MARFORRES G4 Ammo SharePoint website (<http://www2.MARFORRES.usmc.mil/sites/hq/G4/supply/ammo/default.aspx>) provides a checklist (titled AA&E Checklist) that commands should use in implementing an effective AA&E program.

# MARFORRES GROUND AMMUNITION POLICY MANUAL

## APPENDIX A

### REQUIRED PUBLICATIONS

FORO 8011.1 MARFORRES GROUND AMMUNITION POLICY MANUAL

MCO 4400.150 CONSUMER LEVEL SUPPLY POLICY MANUAL

MCBUL 8011 CLASS V(W) MATERIEL ALLOWANCES FOR TRAINING,  
TESTING, AND SECURITY

NAVMC 8020.10 MARINE CORPS AMMUNITION AND EXPLOSIVES SAFETY  
DIRECTIVE

MCO 8025.1 CLASS V(W) MALFUNCTION AND DEFICIENCY REPORTING

MCO 8390.3 TOW MISSILE FIRING DATA REPORTS (APPLICABLE TO UNITS  
WITH THIS SYSTEM)

MCO 8400.6 LICENSING PROCEDURES FOR ORDNANCE VEHICLE  
OPERATORS

UM 4400-15 ORGANIC PROCEDURES FOR SUPPLY

OPNAVINST 5530.13B PHYSICAL SECURITY INSTRUCTION FOR AA&E

NAVSEA OP 5 VOL 1 AMMUNITION & EXPLOSIVES ASHORE

NAVSEA TWO24-AA-ORD-010 AMMUNITION UNSERVICEABLE, SUSPENDED AND  
LIMITED USE

NAVSEA SWO20-AF-ABK-010 MOTOR VEHICLE DRIVER AND SHIPPING MANUAL  
FOR AA&EHAZARDOUS MATERIAL

# MARFORRES GROUND AMMUNITION POLICY MANUAL

## APPENDIX B

### RECOMMENDED PUBLICATIONS

40 CFR CODE OF FEDERAL REGULATIONS (CFR), PARTS 264 SUBPART EE  
AND PART 266 OF SUBPART M

49 CFR CODE OF FEDERAL REGULATIONS (CFR), TITLES 172, 174, & 177

BOE 6000 BUREAU OF EXPLOSIVES (BOE) TARIFF SERVICE, HAZARDOUS  
MATERIALS REGULATIONS OF THE DEPARTMENT OF TRANSPORTATION

DOD REGULATION P4500.9-R DEFENSE TRANSPORTATION REGULATION (DTR),  
PART II, CARGO MOVEMENT

MCO 1510.78 INDIVIDUAL TRAINING STANDARDS (ITS), FOR AMMUNITION  
AND EXPLOSIVE ORDNANCE DISPOSAL OCCUPATIONAL FIELD,  
23XX

MCO 3570.1 POLICIES AND PROCEDURES FOR FIRING AMMUNITION FOR  
TRAINING, TARGET, PRACTICE, AND COMBAT

MCO 4340.1 REPORTING OF MISSING, LOST, STOLEN OR RECOVERED (MLSR)  
GOVERNMENT PROPERTY

MCO 5100.29 MARINE CORPS SAFETY PROGRAM

MCO 8010.1 CLASS V(W) PLANNING FACTORS FOR FLEET  
MARINE FORCE COMBAT OPERATIONS

MCO 8023.3 HANDLING, QUALIFICATION, AND CERTIFICATION PROGRAM FOR  
CLASS V MUNITIONS AND EXPLOSIVE DEVICES

MCO P4030.19 PREPARING HAZARDOUS MATERIALS FOR  
MILITARY AIR SHIPMENTS

MCO P5090.2 ENVIRONMENTAL COMPLIANCE AND PROTECTION MANUAL

MCO P5102.1 U.S. MARINE CORPS GROUND MISHAP INVENTORY REPORTING  
MANUAL

# MARFORRES GROUND AMMUNITION POLICY MANUAL

## APPENDIX B

### RECOMMENDED PUBLICATIONS

- NAVSEA OP 3347 U.S. NAVY ORDNANCE SAFETY PRECAUTIONS
- NAVSEA OP 3565 VOL 1 & 2 ELECTROMAGNETIC RADIATION HAZARDS
- NAVSEA OP 4 AMMUNITION AFLOAT
- NAVSEA OP 5 VOL 3 AMMO AND EXPLOSIVES ASHORE: ADVANCED BASES
- NAVSEA SW010-AF-ORD-010 IDENTIFICATION OF AMMUNITION
- NAVSEA SW020-AC-SAF-010 TRANSPORTATION AND STORAGE DATA FOR  
AMMUNITION, EXPLOSIVES AND RELATED  
HAZARDOUS MATERIALS, VOL 1
- NAVSEA SW020-AC-SAF-020 TRANSPORTATION AND STORAGE DATA FOR  
AMMUNITION, EXPLOSIVES AND RELATED  
HAZARDOUS MATERIALS, VOL 2
- NAVSEA SW020-AC-SAF-030 TRANSPORTATION AND STORAGE DATA FOR  
AMMUNITION, EXPLOSIVES AND RELATED  
HAZARDOUS MATERIALS, VOL 3
- NAVSEA SW020-AF-ABK-010 SHIPPING INSPECTOR'S MANUAL FOR  
AMMUNITION, EXPLOSIVES AND RELATED  
HAZARDOUS MATERIALS
- NAVSEA SW020-AG-SAF-010 TRANSPORTATION DATA FOR AMMUNITION,  
EXPLOSIVES AND RELATED HAZARDOUS  
MATERIALS
- NAVSEA SW023-AG-WHM-010 ON-STATION MOVEMENT OF AMMUNITION AND  
EXPLOSIVES BY TRUCK AND RAIL CAR
- NAVSEAINST 8020.13 EMERGENCY RESPONSE PROCEDURES FOR  
TRANSPORTATION ACCIDENTS OR INCIDENTS  
INVOLVING CONVENTIONAL NAVAL ORDNANCE
- NAVSEAINST 8020.14 SHORE STATION EXPLOSIVES SAFETY INSPECTIONS
- NAVSEAINST 8020.6 NAVAL EXPLOSIVES SAFETY PROGRAM
- NAVSEAINST 8020.7 HAZARDS OF ELECTROMAGNETIC RADIATION TO  
ORDNANCE; POLICIES/CONDUCT OF A SAFETY PROGRAM

# MARFORRES GROUND AMMUNITION POLICY MANUAL

## APPENDIX B

### RECOMMENDED PUBLICATIONS

- NAVSEAINST 8023.11 STANDARD OPERATING PROCEDURES FOR THE  
PROCESSING OF EXPENDABLE ORDNANCE AT NAVY AND  
MARINE ACTIVITIES
- OPNAVINST 5102.1 MISHAP INVESTIGATION AND REPORTING
- OPNAVINST 5530.14 DEPARTMENT OF THE NAVY PHYSICAL SECURITY  
AND LOSS PREVENTION
- OPNAVINST 8020.14/MCO P8020.11 DEPARTMENT OF THE NAVY EXPLOSIVES  
SAFETY POLICY
- SECNAVINST 8020.3 RESPONSIBILITIES FOR ISSUANCE AND  
ADMINISTRATION OF (WAIVERS AND EXEMPTIONS FROM  
DOD) EXPLOSIVES SAFETY STANDARDS
- UM4400-124 SASSY USERS MANUAL
- MCO 3574.2J ENTRY LEVEL AND SUBSTAINMENT LEVEL MARKSMANSHIP  
TRAINING WITH THE M16A2 SERVICE RIFLE AND M9 SERVICE  
PISTOL
- TM-9-1300-200 AMMUNITION GENERAL
- TM-9-1300-214 W/CH 4 MILITARY EXPLOSIVES
- TM-43-0001-27 SMALL ARMS AMMUNITION
- TM-43-0001-28 ARMY AMMUNITION DATA SHEETS F/MORTARS, HOWITZERS,  
ETC.
- TM-43-0001-29 GRENADES, HAND AND RIFLE
- TM-43-0001-30 W/CH 9 ROCKETS
- TM-43 0001-36 LAND MINES
- TM-43-0001-37 MILITARY PYROTECHNICS
- TM-43-0001-38 AMMUNITION DATA SHEETS FOR DEMOLITION MATERIAL

MARFORRES GROUND AMMUNITION POLICY MANUAL

APPENDIX C

STORAGE AUTHORITY REQUEST FORMAT

Letterhead

From: Inspector-Instructor  
To: Commanding General, Marine Forces Reserve (G4 AMMO)  
Via: Chain of Command

Subj: REQUEST TO STORE AMMUNITION IN UNIT ARMORY

Ref: (a) MCO P8020.10A  
(b) ForO P8011.1

1. Reference (a) states units are authorized to store blank funeral ammunition in the armory limited to 80 rounds per detail based on the number of details deployed annually. Reference (b) states requests for storage authorization are submitted to MARFORRES G4 Ammo for approval.

2. Per the references, units are authorized to store the below ammunition in the armory for support (security) (safety) (burial detail).

DODIC  
A080

Quantity  
2457

NEW  
1.80Lbs

3. Point of contact on this issue is Captain Now M. Legal at (123) 456-7890 or email: now.legal@usmc.mil.

N. M. LEGAL

MARFORRES GROUND AMMUNITION POLICY MANUAL

APPENDIX D

TEMPORARY TRAINING AMMUNITION STORAGE AUTHORITY REQUEST

Letterhead

From: Unit  
To: MARFORRES G4 Ammo  
Via: Chain of command

Subj: STORAGE AUTHORITY REQUEST FOR TRAINING AMMUNITION

1. It is requested that the below training ammunition be temporarily stored in our unit from date to date. The reason for this request is due to the supporting Ammunition Supply Point is XX miles/hours away from the range we intend to use or other supporting justification. We will turn in all ammunition/residue to the supporting ASP upon completion of firing on date.

DODIC	Nomenclature	Quantity	Net Explosive Weight (NEW)
A059	5.56mm Ball	3000	11.40 (.0038 X 3000)
A363	9mm Ball	1500	1.35 (.0009 X 1500)

I. M. LEGAL  
Maj USMC



# MARFORRES GROUND AMMUNITION POLICY MANUAL

## APPENDIX E

### AUTHORIZED ALLOWANCE CHANGE FORMAT

Unit Heading

SSIC  
Date

From: OccFld XX OAG  
To: TECOM  
Via: As required

Subj: AUTHORIZED ALLOWANCE CHANGE REQUEST

1. Request approval of the following allowance change(s).

PARAGRAPH	DODIC	ITEM	RECOMMENDED ALLOWANCE	CURRENT ALLOWANCE	WPN/PERS INPUT	CLS PER YEAR	TOTAL FY
6002.1.a(1)	A080	Ctg, 5.56mm Blank	3,750/Ann	2,280/Ann			3,750
7002.2.g	L594	Simulator, Proj, Ground Burst	350/Class	300/Class		8	2,800
9,001.1	A059	Ctg, 5.56mm Ball	50	25	1,200		60,000

2. Justification: Reason for increase or decrease of authorized allowances.

I. NEEDMORE

Note: A copy of recommended changes should be forwarded to like commands/units, as appropriate, early enough to allow for all recommendations to reach CG TECOM (C 462AMMO) in sufficient time for Program Objective Memorandum (POM) deadlines. Operational Assessment Groups (OAG) are the recommended venue to develop recommended allowance changes.

# MARFORRES GROUND AMMUNITION POLICY MANUAL

## APPENDIX E

### AUTHORIZED ALLOWANCE CHANGE FORMAT

Unit Heading

SSIC  
Date

From: OccFld XX OAG  
To: TECOM  
Via: As required

Subj: AUTHORIZED ALLOWANCE CHANGE REQUEST

1. Request approval of the following allowance change(s).

PARAGRAPH	DODIC	ITEM	RECOMMENDED ALLOWANCE	CURRENT ALLOWANCE	WPN/PERS INPUT	CLS PER YEAR	TOTAL FY
6002.1.a(1)	A080	Ctg, 5.56mm Blank	3,750/Ann	2,280/Ann			3,750
7002.2.g	L594	Simulator, Proj, Ground Burst	350/Class	300/Class		.8	2,800
9,001.1	A059	Ctg, 5.56mm Ball	50	25	1,200		60,000

2. Justification: Reason for increase or decrease of authorized allowances.

#### I. NEEDMORE

Note: A copy of recommended changes should be forwarded to like commands/units, as appropriate, early enough to allow for all recommendations to reach CG TECOM (C 462AMMO) in sufficient time for Program Objective Memorandum (POM) deadlines. Operational Assessment Groups (OAG) are the recommended venue to develop recommended allowance changes.

# MARFORRES GROUND AMMUNITION POLICY MANUAL

## APPENDIX F

### FORECASTING PROCEDURES

1. Units will develop a quarterly ammo requirements plan and forecast those requirements quarterly IAW appendix G.
2. Rather than forecast in TAMIS-R, units will use the forecasting procedure outlined below.
  - a. Ensure necessary UIC/ASP associations are completed in TAMIS-R.
  - b. Forecast spreadsheet format will be provided by the G4 Ammo as per appendix S. This is the only format to be utilized! The format will contain RDD, RUC, ASP (to include ASP code from TAMIS), DODIC, nomenclature and qty. NOTE: AT NO TIME WILL THE FORECAST SPREADSHEET BE MODIFIED.
  - c. The unit will input ammunition quantities under appropriate month that the training will occur. The months are divided into two categories: Rated 8011 and Unrated 8011. Units must ensure the quantity is put in the appropriate column.
  - d. Forward the saved spreadsheet via the chain of command to the MSC in sufficient time to meet the forecasting schedule in appendix G.
  - e. Changes to the quarterly forecast will be completed at least 90 days prior to the training date and will require MSC and MARFORRES G3T approval.
3. Unforecasted ammo requests will be processed IAW established policy. Units remain responsible for reimbursing G4 TMO for all TOT costs associated with unforecasted ammo requests.
4. MSC G3 will conduct monthly validation of ammunition requirements by validating the saved forecast spreadsheet files provided by units via their chain of command. The MSC G3T remains responsible for determining the validity of the unit ammo forecasts to include dodic verification.
5. MSC G3 forwards validated forecast spreadsheets files for the appropriate month to MARFORRES G3T prior to the deadline in appendix G. Authorizations for forecasted ammo will not be created until monthly validations have been completed.

# MARFORRES GROUND AMMUNITION POLICY MANUAL

## APPENDIX G

### PART 1

#### CONUS FORECASTING SCHEDULE

DEADLINE	EVENT
01 OCT	MSC G3s forward validated Jan forecasts to MARFORRES G4 Ammo
01 NOV	MSC G3s forward validated Feb forecasts to MARFORRES G4 Ammo
01 DEC	MSC G3s forward validated Mar forecasts to MARFORRES G4 Ammo
20 DEC	units submit forecasts for Apr/May/Jun to MSC
01 JAN	MSC G3s forward validated Apr forecasts to MARFORRES G4 Ammo
01 FEB	MSC G3s forward validated May forecasts to MARFORRES G4 Ammo
01 MAR	MSC G3s forward validated Jun forecasts to MARFORRES G4 Ammo
20 MAR	units submit forecasts for Jul/Aug/Sep to MSC
01 APR	MSC G3s forward validated Jul forecasts to MARFORRES G4 Ammo
01 MAY	MSC G3s forward validated Aug forecasts to MARFORRES G4 Ammo
01 JUN	MSC G3s forward validated Sep forecasts to MARFORRES G4 Ammo
20 JUN	units submit forecasts for Oct/Nov/Dec to MSC
01 JUL	MSC G3s forward validated Oct forecasts to MARFORRES G4 Ammo
01 AUG	MSC G3s forward validated Nov forecasts to MARFORRES G4 Ammo
01 SEP	MSC G3s forward validated Dec forecasts to MARFORRES G4 Ammo
20 SEP	units submit forecasts for Jan/Feb/Mar to MSC

MARFORRES GROUND AMMUNITION POLICY MANUAL

APPENDIX G

PART 2

CONUS FORECASTING LOCK-OUT SCHEDULE

FORECAST DEADLINE	RDD MONTH
31 July	Oct
31 Aug	Nov
30 Sep	Dec
31 Oct	Jan
30 Nov	Feb
31 Dec	Mar
31 Jan	Apr
28 Feb	May
31 Mar	Jun
30 Apr	Jul
31 May	Aug
30 Jun	Sep

# MARFORRES GROUND AMMUNITION POLICY MANUAL

## APPENDIX G

### PART 3

#### OCONUS FORECASTING SCHEDULE

DEADLINE	EVENT
01 OCT	MSC G3s forward validated Mar forecasts to MARFORRES G4 Ammo
20 oct	units submit Apr forecasts to MSC G3s
01 nov	MSC G3s forward validated Apr forecasts to MARFORRES G4 Ammo
20 nov	units submit may forecasts to MSC G3s
01 dec	MSC G3s forward validated May forecasts to MARFORRES G4 Ammo
20 dec	units submit Jun forecasts to MSC G3s
01 jan	MSC G3s forward validated Jun forecasts to MARFORRES G4 Ammo
20 jan	units submit Jul forecasts to MSC G3s
01 feb	MSC G3s forward validated Jul forecasts to MARFORRES G4 Ammo
20 feb	units submit Aug forecasts to MSC G3s
01 mar	MSC G3s forward validated Aug forecasts to MARFORRES G4 Ammo
20 mar	units submit Sep forecasts to MSC G3s
01 apr	MSC G3s forward validated Sep forecasts to MARFORRES G4 Ammo
20 apr	units submit Oct forecasts to MSC G3s
01 may	MSC G3s forward validated Oct forecasts to MARFORRES G4 Ammo
20 may	units submit Nov forecasts to MSC G3s
01 jun	MSC G3s forward validated Nov forecasts to MARFORRES G4 Ammo
20 jun	units submit Dec forecasts to MSC G3s
01 jul	MSC G3s forward validated Dec forecasts to MARFORRES G4 Ammo
20 jul	units submit Jan forecasts to MSC G3s
01 aug	MSC G3s forward validated Jan forecasts to MARFORRES G4 Ammo
20 aug	units submit Feb forecasts to MSC G3s
01 sep	MSC G3s forward validated Feb forecasts to MARFORRES G4 Ammo
20 sep	units submit Mar forecasts to MSC G3s

# MARFORRES GROUND AMMUNITION POLICY MANUAL

## APPENDIX G

### PART 4

#### OCONUS FORECASTING LOCK-OUT SCHEDULE

FORECAST DEADLINE	RDD MONTH
31 May	Oct
30 Jun	Nov
31 July	Dec
31 Aug	Jan
30 Sep	Feb
31 Oct	Mar
30 Nov	Apr
31 Dec	May
31 Jan	Jun
28 Feb	Jul
31 Mar	Aug
30 Apr	Sep

## MARFORRES GROUND AMMUNITION POLICY MANUAL

## APPENDIX H

## DELEGATION OF AUTHORITY DA FORM 1687

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES <i>For use of this form, see DA PAM 710-2-1. The proponent agency is ODCSLOG.</i>				DATE 1 JAN 99	
AUTHORIZED REPRESENTATIVE(S)					
ORGANIZATION RECEIVING SUPPLIES HHC, 1/33 ARMOR (3RD BDE)			LOCATION FORT LEWIS WA 98433		
LAST NAME-FIRST NAME-MIDDLE INITIAL		SOCIAL SECURITY NUMBER	AUTHORITY REQ	SIGNATURE AND INITIALS	
DAVIS, ERIC F 1LT ETS: INDEF			YES	Eric Davis EFD	
JOHNSON, DAN K. 1LT ETS: INDEF			YES	Dan Johnson DKJ	
FISHER, JASON G. SGT ETS: 15 AUG 99			YES	Jason Fisher JGF	
NOT USED					
AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER					
THE UNDERSIGNED HEREBY <input checked="" type="checkbox"/> DELEGATES TO WITHDRAWS FROM THE PERSON(S) LISTED ABOVE.					
THE AUTHORITY TO: REQUISITION OF RECEIPT OF CLASS V SUPPLIES AS INDICATED ABOVE					
REMARKS FOR FL/YTC ASP "Authorized representatives listed above have passed security screening IAW AR 190-11"					
RESUME FULL RESPONSIBILITY					
UNIT IDENTIFICATION CODE WAH9AA			DODAAC/ACCOUNT NUMBER WK4K75		
LAST NAME-FIRST NAME-MIDDLE INITIAL	GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE	
BUTLER, WESLEY B.	O-5	967-1245	15 AUG 99	Wesley B. Butler	

DA FORM 1687, JAN 82 EDITION OF DEC 57 IS OBSOLETE. USAPPC V3.00



MARFORRES GROUND AMMUNITION POLICY MANUAL

APPENDIX H

ASSUMPTION OF COMMAND LETTER

UNIT LETTERHEAD

SSIC  
DATE

From: LtCol R. U. Ready  
To: Supporting ASP

Subj: ASSUMPTION OF COMMAND

1. Effective 01 January 1999, the undersigned assumes command of 1<sup>st</sup> Battalion, 23<sup>rd</sup> Marine Regiment, 4<sup>th</sup> Marine Division, New Orleans LA 70146, vice LtCol I. M. Gone.

2. Authority: USMC Order Number 123456

3. Period: Indefinite.

R. U. READY  
Commanding

# MARFORRES GROUND AMMUNITION POLICY MANUAL

## APPENDIX I

### NOTICE OF DELEGATION OF AUTHORITY

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES			
MCBCL 5000/5			DATE 971025
AUTHORIZED REPRESENTATIVE(S)			
ORGANIZATION School Of Infantry, Marine Corps Base, Camp Lejeune, North Carolina			STATE 42
LAST NAME — FIRST NAME — MIDDLE INITIAL	SOCIAL SECURITY NUMBER	AUTHORITY	SIGNATURE AND INITIALS
Lynch, Anthony V.	LCpl 521-29-3670	XXXX	
Smith, Dwight	LCpl 450-63-98	XXXX	
AUTHORIZATION BY RESERVE SUPPLY OFFICER OR ACCOUNTABLE OFFICER			
THE UNDERSIGNED HEREBY <input checked="" type="checkbox"/> DELEGATES AUTHORITY TO SIGN: THE PERSON(S) LISTED ABOVE, WHOSE SIGNATURE(S) APPEAR(S) ABOVE, THE AUTHORITY TO SIGN: Class V(W) Material for SOI			
REMARKS For Fiscal Year 1998			
ASSUME FULL RESPONSIBILITY			
ORGANIZATION SOI, MCB, CLNC 28542	GRADE COL	ACCOUNT NUMBER M93055	
LAST NAME — FIRST NAME — MIDDLE INITIAL (Print or type) Miner, Thomas E.		SIGNATURE <i>T.E. Miner</i>	

## MARFORRES GROUND AMMUNITION POLICY MANUAL

## APPENDIX J

## SAMPLE NAVMC 11381 (CLASS V(W) EXPENDITURE REPORT)

## CLASS V (W) EXPENDITURE REPORT

NAVMC 11381 (X-XX) (XX)

SN: XXXX-LF-XXX-XXXX

FROM: (RSO/EOD)	PRINT NAME	RANK	SSN	UNIT/PHONE NUMBER
--------------------	------------	------	-----	-------------------

Ref: (a) MCO P400.150 series

1. Per the reference, the following Class V (W) expenditure report is completed:

Range (s) and date (s)

RECEIPT DOC#	DODIC	NOMENCLATURE	#	QTY REQUIRED	QTY RECEIVED (NOTE 1)	QTY EXPENDED	QTY TURNED IN (NOTE 2)
I certify the receipt/expenditure data listed above is accurate and complete. I have completed the turn-in documents for any unexpended Class V (W) per consumed on the range/training area as documented. I have conducted a physical inventory of the expended ammunition retrograde material and all expended ammunition retrograde material is accounted for. (If applicable) (Number) unused propellant charges per individual Training Standards, under the supervision of the Position.							
RSO/EOD (Signature)				Date			
Ammunition Tech/EOD and/or Authorized Individual: (Print Name, Rank)				Date			
(Signature)				(Signature)			

NOTE 1: All serial numbers for serialized ammunition will be annotated on a separate sheet and attached to this expenditure report with a copy of the expenditure msg.

NOTE 2: Unexpended Class V (W) will be turned in using the same document number as the initial issue document using a suffix (Example M00001-8001-4001-A).

Retention: Expenditure reports are filed by fiscal year (FY) and retained for current year plus two FY's.

(AA&amp;E Audit &amp; Verification Officer Only): I certify I have audited this expenditure report against all issue and turn-in documents (DDI 348s) and corrective action

(Circle one) is or is not required

AA&amp;E Officer (Signature)

Date

MARFORRES GROUND AMMUNITION POLICY MANUAL

APPENDIX K

SERIALIZED EXPENDITURE REPORT NAVAL MESSAGE FORMAT

FM TWENTY FOURTH MARINE REGIMENT//  
TO COMMARCORSYSCOM QUANTICO VA/Code AM-IM//  
CG MARCORSYSCOM AMMO (UC)//  
INFO  
COMMARFORRES G4//  
CG FOURTH MARINE DIVISION/G4//  
MCPD FALLBROOK CA//  
NAVSURFWARCENDIV CRANE IN (403)//  
MSGID/GENADMIN/24TH MARINE REGIMENT//  
SUBJ/EXPENDITURE REPORT FOR SERIALIZED CLASS V(W) 02-05//  
POC/MARINE I.M.//SSGT, CO GYSGT/24TH MAR REGT/-/TEL:(816) 843-3537//

GENTEXT/REMARKS/RMKS/1. GENERAL INFORMATION

- A. UIC: MXXXXXX
- B. GEO LOC/ RANGE: CAMP LEJUENE, NC
- C. DATE OF EXPENDITURE: 14 JUNE 2003
- D. EXERCISE NUMBER/ NAME: 2/24 ANNUAL TRAINING.
- E. POC/ RESPONSIBLE OFFICER: SGT MOTO

2. EXPENDITURE INFORMATION

LINE #	DODIC	MSL SERIAL #	MSL LOT#	MOE
1	WF10	472517	HAQ-3160-6	TRN
2	WF10	472523	HAQ-3160-6	TRN
3	WF10	472524	HAQ-3160-6	TRN
4	WF10	472525	HAQ-3160-6	TRN

3. DOCUMENT NUMBERS ISSUED/RECEIVED ON:

LINE #	DOC #
1	MXXXXX31270049.

# MARFORRES GROUND AMMUNITION POLICY MANUAL

## APPENDIX L

### MONTHLY CLASS V(W) INVENTORY REPORT

This report required for all units storing security, safety, and/or burial detail ammunition in the armory. This report will be emailed via the chain of command to the MARFORRES G4 Ammunition Chief by the fifth of each month in the following format.

<u>Unit</u>	<u>Location</u>	<u>DODIC</u>	<u>Lot Number</u>	<u>Qty O/H</u>	<u>Qty Expended</u>	<u>Remarks</u>
-------------	-----------------	--------------	-------------------	----------------	---------------------	----------------

Include training ammunition stored under storage authority and note authority expiration date in remarks column.

MARFORRES GROUND AMMUNITION POLICY MANUAL

APPENDIX M

OFF-BASE TRANSPORTATION AUTHORITY REQUEST FORMAT

UNIT LETTERHEAD

051109  
JDW

From: Unit  
To: MARFORRES G4 Ammo  
Via: Chain of Command

SUBJ: OFF BASE TRANSPORTAION OF AMMUNITION FOR M12345

1. The following conditions will be met for transportation of ammunition from Ft USA AL to Camp USMC AL:
  - a. Qualified ammo drivers over 21 years of age with valid medical certificate.
  - b. DD Form 626 - Vehicle inspection
  - c. DD Form 826 - Special Instructions for drivers provided by ASP
  - d. Coordination with local law enforcement
  - e. DD Form 1907 - Signature and Talley Sheet (if needed for Cat I Items)
  - f. Armed Security escorts in another vehicle.
  - g. Placards on all four sides of vehicle.
  - h. Ammo: (DODIC,Qty,Net Explosive Weight,Hazard Class/Div)
  - i. Route Map: (use internet mapping tool)
2. If there are any questions or concerns, please contact me at 123-456-7890 X123.

LET M. DRIVE

MARFORRES GROUND AMMUNITION POLICY MANUAL

APPENDIX N

MALFUNCTION REPORT FORMAT & INSTRUCTIONS

SAMPLE MALFUNCTION MESSAGE FORMAT

ADMINISTRATIVE MESSAGE

ROUTINE R

FM: [Insert your Plain Language Address]

TO: COMMARCORSYSCOM QUANTICO VA//AM-QA//

COMMARCORSYSCOM QUANTICO VA//CBG//for TOW malfunctions

COMMARCORSYSCOM QUANTICO VA//C4IAD//for Stinger malfunctions

MARINE CORPS PROGRAMS FALLBROOK CA//4092//

INFO CMC WASHINGTON DC//SD/43//

NAVAMMOLOGCEN MECHANICSBURG PA//32A//

CDROSC ROCK ISLAND IL//AMSOS-MAS-S/MCLNO-LMA//

NAVSURFWARCENDIV CRANE IN//4025/4033//

COMNAVSAFECEN NORFOLK VA//00/02/03/40A/43/60/90//

[Add "CDRAMCOM REDSTONE ARSENAL AL//AMSAM-MMC-LS-M//" for missile malfunctions]

[Add appropriate addresses in your chain of command]

[Add ASP from which ammunition was drawn]

BT

UNCLAS //N08090//

SUBJ/CLASS V (W) AMMUNITION MALFUNCTION REPORT

MSGID/GENADMIN/

REF/A/DOC/MCO 8025.1D/rev date//

RMKS/IAW REF A, THE FOL MALFUNCTION REPORT IS SUBMITTED:

1. UNIT ID:\_\_\_\_, RUC \_\_\_\_\_, POC \_\_\_\_\_, E-MAIL \_\_\_\_\_, DSN \_\_\_\_\_, COMM \_\_\_\_\_.

2. AMMUNITION DATA:

2.A. NSN \_\_\_\_\_-\_\_\_\_-\_\_\_\_-\_\_\_\_, DODIC \_\_\_\_\_, Nomenclature \_\_\_\_\_  
LOT \_\_\_\_\_,

[Plus Nomenclature & Lot Numbers of all components involved, if applicable]\_\_\_\_\_.

2.B. Condition of the rnd & packaging prior to firing\_\_\_\_\_.

2.C. Total number of rnds from the lot(s) remaining on hand or returned  
to the local storage facility\_\_\_\_\_.

2.D. Total number of rnds fired (attempted) from the lot(s) on the day  
of the malfunction\_\_\_\_\_.

2.E. Total number of rnds which malfunctioned\_\_\_\_\_.

# MARFORRES GROUND AMMUNITION POLICY MANUAL

## APPENDIX N

### MALFUNCTION REPORT FORMAT & INSTRUCTIONS

#### 3. WEAPON DATA:

- 3.A. Indicate wpn nomenclature, model, & serial number for artillery weapons, also include the serial number and manufacturer of the gun and breech ring\_\_\_\_\_.
- 3.B. Statement as to the condition of the weapon prior to the malfunction and the date of the last overhaul, to include data on timing and headspace of actual gage check\_\_\_\_\_.
- 3.C. Description of the weapon after malfunction. If the weapon is damaged, transmit photographs under separate cover\_\_\_\_\_.
- 3.D. Number of rounds from the lot, attempted to fire from same weapon on the day of the malfunction\_\_\_\_\_.
- 3.E. For weapons 40MM or over (except rocket launchers and missiles), indicate the total number of rounds fired prior to the malfunction. If the tube is damaged, provide the pullover gage reading and/or number of effective full-charge (EFC) rounds fired as defined in the appropriate Technical Manual(s). If the tube is destroyed, indicate the last pullover gage reading and/or the number of EFC rounds fired as noted in the gun book\_\_\_\_\_.
- 3.F. Elevation, zone in which fired (include the number of increments used), length of recoil, and range to target, e.g., "0996 MILS, CHG 9, 4200M"\_\_\_\_\_.
- 3.G. Statement as to whether the muzzle was close enough to the ground (dug in) to permit the entry of foreign material\_\_\_\_\_.
- 3.H. Number of weapons firing reported ammunition lot on the day of the malfunction/number of malfunctions per weapon\_\_\_\_\_.
4. Description of the Malfunction: [Provide a complete narrative description of what actually occurred and a statement as to whether there were any nonstandard conditions observed. Describe the location of the malfunction in relation to the weapon and/or personnel involved. Indicate the number of casualties sustained (report in three categories: minor injuries requiring only outpatient treatment; major injuries requiring hospitalization; and fatalities)]. If the malfunction was a premature detonation, include the following:
- 4.A. High or low order\_\_\_\_\_.
- 4.B. Distance from the muzzle or end of the launcher\_\_\_\_\_.
- 4.C. Obstructions in the line of fire or in the weapon tube\_\_\_\_\_.
- 4.D. Fuze setting e.g., "SQ"\_\_\_\_\_.
- 4.E. Evidence of unburned propellant or residue in the tube\_\_\_\_\_.
- 4.F. Deviations from instructions in the Technical Manual(s)\_\_\_\_\_.



# MARFORRES GROUND AMMUNITION POLICY MANUAL

## APPENDIX N

### MALFUNCTION REPORT FORMAT & INSTRUCTIONS

5. PREVAILING CONDITIONS: [Provide information on the following:]
- 5.A. Time, date, and weather conditions; e.g., "0917-0925, 19 Jan. 99, CLEAR, WINDY, 3.5 DEG C." Provide relative humidity reading for Linear Demolition Charge malfunctions\_\_\_\_.
- 5.B. Terrain at the scene of the malfunction; e.g., "OPEN FIRING RANGE, HILLY."\_\_\_\_\_.
- 5.C. Type of target; e.g., "FLAT IMPACT AREA, TANK HULL"
- 5.D. When electronically initiated ammunition is involved in the malfunction, comment on the proximity and type of electrical energy source(s) in the immediate area\_\_\_\_\_.
6. STORAGE CONDITIONS: [Describe the storage conditions:]
- 6.A. Prior to operation (location, stored inside the magazine, outside under a tarpaulin, or "STORED IN EARTH COVERED MAGAZINE PRIOR TO ISSUE AND IN COVERED AMMO-READY AREA PRIOR TO FIRING")\_\_\_\_\_.
- 6.B. Prior to firing/employment (was ammunition unpacked and subjected to adverse elements; e.g., rain, snow, direct sunlight, etc.)\_\_\_\_\_.
7. REMARKS:
- 7.A. "YES" or "NO"... Whether a local suspension was Imposed\_\_\_\_\_.
- 7.B. "YES" or "NO"... If the submission of a supplemental report is anticipated\_\_\_\_\_.
- 7.C. "YES" or "NO"... Availability/location of residue from the malfunctioning item\_\_\_\_\_.
- 7.D. Other data considered germane\_\_\_\_\_.

MARFORRES GROUND AMMUNITION POLICY MANUAL

APPENDIX O

SAMPLE DEFECT MESSAGE FORMAT

ADMINISTRATIVE MESSAGE

ROUTINE

R

FM [Insert your Plain Language Address]

TO COMMARCORSYSCOM QUANTICO VA//AM-QA//

COMMARCORSYSCOM QUANTICO VA//CBG//for Dragon, Predator, TOW  
Defects

COMMARCORSYSCOM QUANTICO VA//C4IAD//for Stinger, STLS Defects

MARINE CORPS PROGRAMS FALLBROOK CA//4092//

INFO CMC WASHINGTON DC//SD/43//

NAVAMMOLOGCEN MECHANICSBURG PA//32A//

CDROSC ROCK ISLAND IL//AMSOS-MAS-S/MCLNO-LMA//

NAVSURFWARCENDIV CRANE IN//4025/4033//

COMNAVSAFECEN NORFOLK VA//00/02/03/40A/43/60/90//

[Add "CDRAMCOM REDSTONE ARSENAL AL//AMSAM-MMC-LS-M//" for missile  
defects]

[Add appropriate addresses in your chain of command]

[Add ASP from which ammunition was drawn]

BT

UNCLAS //N08090//

SUBJ/CLASS V(W) AMMUNITION DEFECT REPORT//

MSGID/GENADMIN/

REF/A/DOC/MCO 8025.1D/rev date//

RMKS/ IAW REF A, THE FOL DEFECT REPORT IS SUBMITTED:

1. UNIT ID:\_\_\_\_, RUC \_\_\_\_\_ POC \_\_\_\_\_, E-MAIL \_\_\_\_\_, DSN \_\_\_\_\_,  
COMM \_\_\_\_\_.

2. AMMUNITION DATA:

NSN \_\_\_\_\_, DODIC \_\_\_\_\_, Nomenclature \_\_\_\_\_

LOT \_\_\_\_\_.

3. Description of the Defect(s): [Provide a complete narrative  
description of the discovered defect, including circumstances of  
the  
discovery. Indicate local action taken.]

4. Quantity defective and total quantity remaining on-hand of the  
lot in  
question.

5. Activity from which lot(s) received and when (if known).

MARFORRES GROUND AMMUNITION POLICY MANUAL

APPENDIX P

DEMILITARIZATION CERTIFICATION FORMAT

UNIT LETTERHEAD

From: Bn/Sqdrn/Co Cmdr  
To: DRMO Chief (or appropriate title)  
Subj: PERSONNEL AUTHORIZED TO CERTIFY AND VERIFY  
DEMILITARIZATION CERTIFICATES  
Ref: DoD 4160.21-M

1. I, Capt E. M. Tee, CO, HQ Co, 4<sup>th</sup> Supply Bn, of the following DODACC, hereby authorize the individuals indicated to certify and verify AEDA Inert Certificates:

DODACC: M12345  
UNIT: HQ Company  
UNIT ADDRESS: 4<sup>th</sup> Supply Bn, 4<sup>th</sup> FSSG  
HQ Co  
Marinetown, VA 00001-0001  
UNIT PHONE: 555-1234  
EMERGENCY CONTACT: 1<sup>st</sup> Lt W. R. Nott or GySgt Y. Mee

2. I have appointed the following individuals to certify AEDA Inert Certificates on behalf of DODACC 12345 IAW the reference:

<u>Name</u>	<u>Title</u>	<u>Grade</u>	<u>Signature</u>
William Hung	Ammo Tech	E-5	_____

3. I have appointed the following individuals to verify AEDA Inert Certificates on behalf of DODACC 12345 IAW the reference:

<u>Name</u>	<u>Title</u>	<u>Grade</u>	<u>Signature</u>
Roscoe P. Coltrane	Ammo Supervisor	E-7	_____

WILL E. MAKIT

## MARFORRES GROUND AMMUNITION POLICY MANUAL

## APPENDIX Q

## PERSONNEL SCREENING FORM FOR AA&amp;E

## PERSONNEL SCREENING FORM FOR ARMS, AMMUNITION, AND EXPLOSIVES

Screening (check one): ☐ initial ☐ annual

Ref: (a) OPNAVINST 5530.13 series  
 (b) MCO P4400.150 series  
 (c) MCO P8020.10 series

Individual being screened	Individual conducting screening
Rank/Name:	Rank/Name:
SSN/MOS:	SSN/MOS:
Billet:	Billet:
Date of screening:	Date of screening:
Signature:	Signature:

SUBJECT	YES	NO	EXPLANATION
Subject Marine's medical record has been screened by a competent medical authority. There are no medical conditions that would prevent this Marine from handling AA&E.			
Subject Marine's service record has been screened by a competent authority. Information is provided to prevent this Marine from handling AA&E.			
Subject Marine is not pending legal action and/or is not subject to court-martial, civilian courts, or any judicial punishment that would prohibit this Marine from handling AA&E.			
Subject Marine demonstrates the requisite maturity, judgment, and leadership required to handle AA&E.			

Based on the above information, I have determined that the subject Marine (check one):

- ☐ does meet the personnel screening requirements to handle AA&E in performance of their regular duties.  
☐ currently does not meet the personnel screening requirements to handle AA&E in performance of their regular duties. Subject Marine will be re-evaluated in \_\_\_ days.  
☐ can not meet the personnel screening requirements to handle AA&E in performance of their regular duties. A summary of the findings for non-qualification are attached. If appropriate, the command will request via CMC (Code MM) that action be taken to re-train and/or reassign subject individual to an occupational field not requiring routine handling of AA&E.

Retention: This Record will be maintained for one year after termination of the individual's assignment, or one year after final interview if the individual is disqualified during the screening or re-screening process.

MARFORRES GROUND AMMUNITION POLICY MANUAL

APPENDIX R

LIST OF REQUIRED REPORTS

<u>REPORT</u>	<u>DUE DATE</u>
EXPENDITURE REPORT (NAVMC 11381)	W/IN 10 DAYS AFTER COMPLETION OF LIVE FIRE TRAINING OR EXPENDITURE
SERIALIZED EXPENDITURE REPORT (NAVAL MESSAGE)	W/IN 5 WORKING DAYS AFTER EXPENDITURE
MONTHLY INVENTORY REPORT (EMAIL)	NLT 5 <sup>TH</sup> OF EACH MONTH
TO/E DISCREPANCIES FWD TO MARFORRES G4 AMMO VIA CHAIN OF COMMAND	NLT 15 OCT EACH YEAR

# MARFORRES GROUND AMMUNITION POLICY MANUAL

## APPENDIX S

### MONTHLY FORECAST SPREAD SHEET

RDD: \_\_\_\_\_  
 RUC: \_\_\_\_\_  
 ASP: \_\_\_\_\_

		Month:	
		8011	8011
		Rated	Unrated
DODIC	Nomenclature		
<b>A011</b>	CTG, 12 GAGE SHOTGUN 00 BUCKSHOT		
<b>A014</b>	CTG, 12 GAGE SHOTGUN #7 1/2 SHOT		
<b>A017</b>	CTG, 12 GAGE #9 SHOT		
<b>A023</b>	CTG, 12 GAGE 1 OZ SLUG		
<b>A024</b>	CTG, 12 GAGE MK246 MOD0		
<b>A059</b>	CTG, 5.56MM BALL F/M16A2		
<b>A033</b>	CTG, 5.56MM BALL COMMER PAK CT		
<b>A062</b>	CTG, 5.56MM BALL LKD F/SAW		
<b>A063</b>	CTG, 5.56MM TR F/M16A2		
<b>A064</b>	CTG, 5.56MM BALL TR 4/		
<b>A071</b>	CTG, 5.56MM BALL M193		
<b>A066</b>	CTG, 5.56MM BALL M193 BL RD		
<b>A075</b>	CTG, 5.56MM BALL F/SAW		
<b>A080</b>	CTG, 5.56MM BLK F/M16A1/A2		
<b>A111</b>	CTG, 7.62MM BLN M82 LNKD		
<b>A131</b>	CTG, 7.62MM 4 BALL M80/1TRCR M62 LKD		
<b>A143</b>	CTG, 7.62MM BALL M80 LNKD		
<b>A358</b>	CTG, 9MM PRACT AT-4		
<b>A363</b>	CTG, 9MM BALL PISTOL (NEW)		
<b>A449</b>	CTG, 9MM BALL M882 COM PAK		
<b>A475</b>	CTG, .45 CAL BALL M1911		
<b>A540</b>	CTG, .50 CAL LKD 4 API 1API		
<b>A552</b>	CTG, .50 CAL BALL, CTN F/M2		
<b>A555</b>	CTG, .50 CAL BALL M33		
<b>A557</b>	CTG, .50 CAL 4 BALL/1 TRCR LKD M33 F/M2		
<b>A576</b>	CTG, .50 CAL LKD 4 API/API-T F/M2		